



**NHCI Job Posting
November 16, 2017**

Patient Access Coordinator

40 Hours

Neighborhood Health Clinics, Inc. is accepting applications for a Patient Access Coordinator to oversee the day-to-day operations of the scheduling, patient registration, and health information departments. This position reports to the VP/Chief Operating Officer.

Specific duties include:

- Oversee day-to-day operational and staffing activities for scheduling, patient registration, and health information departments. Ensures each department is staffed with qualified, competent personnel
- Maintain departmental procedures. Reviewing at least annually and updating as needed. Ensures that departments are adhering to NHCI policies and procedures.
- Coordinates initial and on-going training of all departmental staff.
- Complete annual performance reviews and corrective actions with input from Team Leads.
- Ensures that each department is functioning well as a team and meeting the needs of the patients and staff by providing excellent customer service.
- Addressing any patient concerns as it relates to scheduling, registration, or health records.
- This position would also be responsible for completing various reports and audits that are critical to maintaining accuracy and patient satisfaction.

Full time position with benefits. Associate's Degree in a related field required, Bachelor's Degree preferred. Minimum of three years of work experience in a medical, public health, or social service agency. Minimum of one year of supervisory experience required. Interested candidates should send a resume along with a cover letter to NHCI Human Resource Department at: P.O. Box 11949, Fort Wayne, IN 46862 or by email at HRDEPT@NHCI.ORG or fax (260) 969-2911. Neighborhood Health Clinics is an Equal Opportunity Employer.