



ACKERMAN[™]

Cancer Center

Clinic Patient Coordinator Jacksonville, FL

Ackerman Cancer Center is seeking a Clinic Patient Coordinator to join our team of highly trained radiation oncologists and medical professionals.

About

Our facilities in Jacksonville and Amelia Island specialize in the most advanced radiation oncology therapies available for all types of cancer. The interdisciplinary team at Ackerman Cancer Center is professional, compassionate, and dedicated to the highest level of care for patients and their families.

Our Board-Certified team includes Radiation Oncologists, Medical Physicists, Medical Dosimetrists, Oncology Nurses, Radiation Therapists, Molecular Imaging Technologists, Oncology Social Workers and an Oncology Dietician.

Ackerman Cancer Center opened in 1997 in Jacksonville and expanded to Amelia Island in 1998. In the years since, the Practice has experienced tremendous growth while contributing a great deal to North Florida's healthcare landscape. Ackerman Cancer Center is the only private medical practice providing proton therapy in the world. We are looking for an exceptional Clinic Patient Coordinator to join our dynamic, committed team and help us manage our ongoing growth.

[Please click here](#) to watch a brief video about the individualized care we provide to our patients.

Job Description

Position Overview

The Clinic Patient Coordinator is responsible for the coordination of care for patients under treatment and for follow up with patients that need care management. This position also provides administrative support to the clinic.

Essential Job Functions

Care Coordination

- Schedule procedures for patients within ACC and with outside procedure providers
- Track and schedule treatment patients per their treatment regime
- Load PET scans from MIM in patient rooms for physicians before they review results with patients

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Jacksonville | Amelia Island

- Accompany patients to exam rooms and obtain vitals as needed, and enter vital information into the electronic medical record
- Navigate treatment patients as necessary through the Quality Check List (QCL), patient communication, and physician and other clinic providers updates
- Obtain lab results for patients prior to appointments
- Ensure chart is complete for next day appointments
- Schedule follow up visits for patients as necessary

Care Management

- Contact patients not scheduled for follow up appointments from the monthly list
- Navigate follow up patients as necessary through the Quality Check List (qcl), patient communication, and physician and other clinic providers updates
- Send QCL appointment reminders for patients that do not schedule follow ups

Administration

- Maintain patient navigation list on S drive
- Provide assistance to clinic operations as needed to enhance efficiency
- Take photos as directed by the clinic team and upload to chart
- Ensure physician ordered tests have appropriate authorizations
- Prepare new day sheet for next day appointments for Mandarin Office
- Ensure CT, MRI, and biopsy results are loaded into charts
- Request records as necessary for clinic patients
- Check physician orders and change status to booked, in progress, or complete for all physicians and providers
- Print progress notes and apply bar codes/ICD-10 codes

Requirements

- Bachelor's Degree
- 1-2 years' experience in Customer Service and administration in a medical environment
- Knowledge of commonly-used concepts, practices, and procedures within the medical field
- Proficiency with Microsoft Office Suite, Outlook, EMR software and electronic records management
- Excellent interpersonal and communication skills
- Strong organizational and time management skills
- Strong active listening skills

Preferred

- 1-2 years' experience in an oncology medical practice environment
- Experience with insurance authorizations, medical billing & coding, and medical referrals
- Proficiency with Mosaiq EMR software

Pay/Benefits

Ackerman Cancer Center offers pay commensurate with experience and a comprehensive benefits package, including discretionary bonuses & a 401(k) plan.

To Apply

For consideration, please send resume and cover letter to:
employment@ackermancancer.com

Visit our website: www.AckermanCancerCenter.com