

Job Title: **Workflow Coordinator**

#### **RESPONSIBILITIES:**

Produce workflow diagrams that represent a new and existing patient encounter within a medical practice with an understanding of “Green” standards, practices and procedures in the Business Environment.

The Workflow Coordinator must be able to diagram the encounter process for the Implementation Department.

#### **QUALIFICATIONS:**

- Understanding of the medical office procedures and process
- Demonstrated ability to document information into our system
- Project management – tracking records to achieve on-time delivery
- A fast learner with the ability to adapt to new environments and fields with minimum coaching.
- Medical Terminology and Documentation
- Process flow
- Business processes relationship between staff, software and technology

#### **EDUCATION and EXPERIENCE:**

- Work in healthcare or related industry required
- Exceptional customer service skills as well as excellent verbal and written communication skills
- Flexibility to work normal as well as outside normal business hours
- Working knowledge of Microsoft Office Suite and Windows XP OS, Visio and Project preferred

#### **ABOUT US:**

Technology needs for Health Care Professionals has changed dramatically over recent years. Electronic health record (EHR) suites have made it possible to digitally track information on patients to provide better care and achieve more accurate billing. This also puts a higher value on the security and availability of that data. Medical offices need reliable computers, powerful servers and systems that reduce labor expense. When implementing EHR solutions or looking for support MedCo Data is the technology company that healthcare professionals trust.