

Patient Care Coordinator

Are you passionate about helping patients achieve their best possible selves? At *[facility name]*, we're looking for an experienced patient care coordinator to help guide our patients through every step of their outpatient plastic surgery experience.

We pride ourselves on the high quality, compassionate care we deliver every day. It's why we've been featured as one of the city's '*Best Of*' in multiple publications. As a care coordinator with our team, you'll be expected to assist our patients with appointment management, care expectations, and education, while providing empathetic and person-centered customer service throughout their journey.

If you love helping your patients feel confident in their care, continue reading below as we highlight our exceptional team's additional benefits and requirements.

Benefits

- Competitive pay
- Retirement plans and 401(k) options
- Health benefits (medical, vision, dental)
- FSA/HSA options
- Paid vacation and holidays, family leave, and sick days
- Retention bonuses (at 5 and 10 years service)

Duties and Responsibilities

Our patient care coordinators are expected to perform the following duties:

- Conduct consultations and intake visits
- Assist with initial assessments
- Coordinate appointments and surgical scheduling
- Ensure continuity of care through interprofessional communication
- Facilitate patient and family engagement with the care plan
- Provide patient and family teaching and education
- Plan and coordinate patient discharges
- Document care plans, interventions, and outcomes

Compensation and Shift Requirements

- Full time (40 hours per week), 8am–4:30pm M-F
- Late shift requirements may apply
- Hourly rate starts at \$20/hour, with adjustments made for experience and certifications
- Overtime and holiday pay are available
- Bi-weekly pay periods

Preferred Qualifications and Skills

The ideal patient care coordinator applicants will possess:

- An active, unencumbered nursing license.
- A nursing degree from an accredited nursing school or program.
- At least 2 years of experience in a surgical setting (plastic/aesthetic settings preferred).
- (Preferred) Plastic Surgical Nurse and/or Aesthetic Nurse Specialist certifications.
- Current BLS (Basic Life Support) for healthcare providers; CPR/AED certification.
- Familiarity with electronic health record (EHR) (Epic-specific experience preferred).
- Excellent communication, attention to detail, organizational, and multi-tasking abilities.
- A compassionate and empathetic approach to patient care.

Guide Patient Transformations With Confident Care

Ready to help patients feel cared for at every step of their journey to greater confidence? Join our compassionate team as a patient care coordinator and drive your career (and patient experiences) toward better outcomes.