

Company Name:_____

Job Title:	Admissions Coordinator
Position Type :	[i.e.: full-time, part-time, contract, other]
Job Description:	
Job Purpose: Admits patients to healthcare programs and facilities by maintain admitting guidelines; marketing programs; obtaining applicant information; screening applicants; completing admissions process; resolving patient dissatisfactions. Duties: • Maintains admission guidelines by writing, updating, and recommending changes to admission criteria, policies and procedures. • Markets programs and facilities by preparing and providing informational brochures; writing and placing advertisements; answering questions; conducting tours. • Obtains applicant information by requesting completed applications and medical information; verifying and clarifying information; interviewing patients and family members; explaining admission criteria. • Screens patient's by comparing patient's condition to admission criteria; evaluating and accepting or rejecting patients; referring patients and family to other programs and institutions. • Admits patients by completing admission and financial responsibility forms; coordinating and arranging physical, social, emotional, and support service requirements, including transportation. • Resolves patient/family dissatisfactions by investigating concerns; recommending changes in service policies and procedures. • Prepares admissions reports by collecting, analyzing, and summarizing data and trends. • Keeps patients safe by following safety policies, procedures, and regulations. • Protects organization reputation by keeping information confidential. • Keeps equipment operating by following operating instructions; calling for repairs. • Updates job knowledge by participating in educational opportunities; reading professional publications; maintain personal networks. • Enhances organization reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments. Skills/Qualifications: Multi-tasking, Listening, Verbal Communication, Energy Level, Teamwork, People Skills, Documentation Skills, PC Proficiency, Organization, Bedside Manner, Creating a Safe, Effective Environment	

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Interested Candidates Should Submit a Completed Resume and Cover Letter to:

Contact Name:_____

Email Address:_____

Company Address:_____

***[NOTE:** To post your job on www.employment.com, copy this description. You can log in to an existing account or provide your e-mail address if you are a new user. Select the zip code where the job is located, and then paste the job description into the online wizard. Then simply complete the required information and check out.]*