



## Job Description: Medical Coordinator

### **Job Duties:**

#### **1. Core Responsibilities**

- a. Schedule all appointments
  - i. Confirm appointments, reschedule appointments
- b. Communicate with physicians
  - i. primary contact with medical office to ensure appointments are completed
- c. Coordinate with Pharmacy
  - i. Order medication refills
- d. Communicate with staff regarding training, changes, etc.
- e. Check staff calendar to ensure all appointments are listed and no conflicts are present
- f. Review medication administration records monthly
- g. Prepare necessary paperwork for all appointments
- h. Print orders monthly for emergency binder
- i. Review discharge paperwork from hospital visits
- j. Review paperwork from all appointments
- k. Ensure treatment is completed as necessary
- l. Complete inventory of medical supplies to reorder as necessary
- m. Educate and train medication passers
- n. Communicate all appointments and medical needs with the home and med passer
- o. Upload all medical documents into FIN
- p. Communicate with guardians on medical care
- q. Document communication in FIN with personal and professional contacts
- r. Maintain and advocate for all Flatrock residents' rights

#### **2. Effective Teamwork & Communication**

- a. Maintain a positive, open relationship with all management and staff
- b. Utilize all communication tools including FIN
- c. Maintain and advocate for all Flatrock residents' rights
- d. Complete any additional tasks assigned from Healthcare Manager

#### **3. Requirements**

- a. 1+ years' experience in a care home (Recommended)
- b. MA certification (Recommended)



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**Starting Wage for Support Role \$\_\_\_\_\_**

*By signing below, you agree to and understand all your job responsibilities.*

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*Printed Name*

*Signature*

*Date*