



Premier Surgical Associates, PLLC

**BARIATRIC CARE COORDINATOR/ PATIENT ADVOCATE
FOOTHILLS WEIGHT LOSS SURGEONS**

Position Summary: Coordinates patient care and access to surgery. Collects medical information needed, interfaces with patient to inform and encourage through the process of meeting surgical approval guidelines. Coordinates scheduling of needed testing, clearances, and information with staff, referring physician offices and physicians. Maintains records of patient's activities and provides reports of activity, success, and pending cases.

Reports to: Office Manager

Supervision Exercised: None

Qualifications:

- High School diploma or equivalent.
- Computer literacy
- One or more years of clinical experience preferred.
- Knowledge of clinical information pertinent to weight loss patients preferred.

Knowledge:

- Interpersonal skills necessary to relate well with the patients and their families, physicians, and fellow employees to reflect a positive guest relations image.
- Skill in operating a computer and photocopy machine
- Skills in planning, organizing and adhering to timeline deadlines
- Ability to prepare and maintain records, writing reports and professionally correspond with patients and other healthcare facilities
- Ability to develop and maintain good working relationships with patients, physicians, referring physicians and their staff
- Ability to communicate medical terminology and concepts clearly
- Ability to ensure quality in patient care, react in a calm, professional manner and be appropriately effective in stressful situations
- Knowledge of metabolic and bariatric surgical procedures as well as pre and post op care for those procedures
- Knowledge of health insurance

Skills:

- Outstanding oral and written communication
- Word, Excel, and Outlook software usage
- Good organizational and prioritizing of tasks
- Detail oriented
- Empathy for patients

Responsibilities, including but not limited to:

- Participates in the coordination and presentation of bariatric educational programs
- Takes new patient calls to register for seminar.
- Instruct patients about our online seminar.
- Follow patients who are in the process of doing either the online or live seminar.
- CBO billing duties as assigned.
- Coordinates pre-screening process for bariatric patients including monitoring for completion of medical clearances, test results, obtaining informed consent and final pre-op review of all bariatric cases. Pre-certifies, authorizes and schedules surgeries and diagnostic tests. Call or fax orders and coordinate with healthcare facilities for scheduled surgeries.
- Participates in maintaining outcomes management information for all bariatric cases.
- Tracks and reports registration and patient attendance to all classes.
- Educates patient/family about diagnostic and surgical procedures, medications and nutrition and health maintenance.
- Follow up on outpatient diagnostics prior to surgery or procedures.
- Demonstrates superior organization while maintaining patient records, charts, posts tests and examination results as directed by office protocol.
- Act as the administrative support for the Director of Bariatric Services
- Coordinates appropriate release of medical information and maintains strict patient confidentiality according to Premier policy and government regulations.
- Must demonstrate current competencies and experience applicable to the job position and maintain appropriate licensure.
- Additional duties related to the advocate duties and bariatric office as assigned by the Director of Bariatric Services.

Environmental Working Conditions:

Work may require sitting for long periods of time; stooping, bending and stretching for supplies; occasional lifting of files or paper weighing up to 20 pounds. Requires hearing within normal range for telephone usage. It may be necessary to type and view computer screens for long periods. It is necessary to work in an environment which may be very stressful and where interaction with others is constant and interruptive.

PHYSICAL/MENTAL DEMANDS:

<p>Lifting to:</p> <p><input type="checkbox"/> 5 lbs.</p> <p>X 20 lbs.</p> <p><input type="checkbox"/> 40 lbs.</p> <p><input type="checkbox"/> 60 lbs.</p> <p><input type="checkbox"/> Over 60 lbs.</p> <p>Pushing up to:</p> <p>X 25 lbs.</p> <p><input type="checkbox"/> 50 lbs.</p> <p><input type="checkbox"/> 150 lbs.</p> <p><input type="checkbox"/> 250 lbs.</p> <p>Manual Dexterity:</p> <p><input type="checkbox"/> Low</p> <p><input type="checkbox"/> Medium</p> <p>X High</p>	<p align="center">Average % of time during regular shift devoted to:</p> <table border="0"> <tr> <td>Standing</td> <td>Walking</td> <td>Squatting</td> <td>Sitting</td> <td colspan="2"></td> </tr> <tr> <td>X 0-20</td> <td>X 0-20</td> <td><input type="checkbox"/> 0-20</td> <td><input type="checkbox"/> 0-20</td> <td colspan="2"></td> </tr> <tr> <td><input type="checkbox"/> 21-40</td> <td><input type="checkbox"/> 21-40</td> <td><input type="checkbox"/> 21-40</td> <td><input type="checkbox"/> 21-40</td> <td colspan="2"></td> </tr> <tr> <td><input type="checkbox"/> 41-60</td> <td><input type="checkbox"/> 41-60</td> <td><input type="checkbox"/> 41-60</td> <td><input type="checkbox"/> 41-60</td> <td colspan="2"></td> </tr> <tr> <td><input type="checkbox"/> 61-80</td> <td><input type="checkbox"/> 61-80</td> <td><input type="checkbox"/> 61-80</td> <td><input type="checkbox"/> 61-80</td> <td colspan="2"></td> </tr> <tr> <td><input type="checkbox"/> 81-100</td> <td><input type="checkbox"/> 81-100</td> <td><input type="checkbox"/> 81-100</td> <td>X 81-100</td> <td colspan="2"></td> </tr> </table>						Standing	Walking	Squatting	Sitting			X 0-20	X 0-20	<input type="checkbox"/> 0-20	<input type="checkbox"/> 0-20			<input type="checkbox"/> 21-40	<input type="checkbox"/> 21-40	<input type="checkbox"/> 21-40	<input type="checkbox"/> 21-40			<input type="checkbox"/> 41-60	<input type="checkbox"/> 41-60	<input type="checkbox"/> 41-60	<input type="checkbox"/> 41-60			<input type="checkbox"/> 61-80	<input type="checkbox"/> 61-80	<input type="checkbox"/> 61-80	<input type="checkbox"/> 61-80			<input type="checkbox"/> 81-100	<input type="checkbox"/> 81-100	<input type="checkbox"/> 81-100	X 81-100																																																								
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