#### 200.31 TITLE:

### MEDICAL COORDINATOR

**JOB DESCRIPTION**

**GENERAL DEFINITION OF WORK:**

Oversees medical information of enrolled students and maintains records accordingly; does related work as required. Performs work under the general supervision of the Associate Director of Program.

**TYPICAL TASKS:**

* Maintains medical/dental records of enrolled students, including both paper and electronic files. Schedules annual physicals, sports physicals, dental, counseling, immunization updates, prescribed medication management, and routine doctor visits;
* Communicates regularly with pharmacy to ensure receipt of student-prescribed medication(s), updates delivery dates of prescriptions to be received, and communicates effectively with physicians, counselors, and pharmacies assigned to the student.
* Schedules appointments for physician and dental visits and submits necessary documentation to the appropriate personnel before the visits and updates students' medical/dental records;
* Is proactive regarding billing discrepancies to ensure payment to our local medical and pharmaceutical providers.
* Supplies Cottage Staff, School, and Athletic Director with medical supplies approved on our PRN medication lists.
* Maintains inventory for medical PRN supplies and orders supplies as needed;
* Organizes annual facility flu vaccines with preferred pharmacy. Completes all necessary required documents prior to the scheduled date.
* Works closely with Team Advisers, Campus Life Managers, Athletic Director, and Cottage Staff, keeping them informed of appointments, and medical updates;
* Registers students for summer camps; electronically completes registration requirements and supplies all necessary information required with Team Advisors and Cottage Staff;
* Performs related tasks as assigned by the Associate Director of Program.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Possesses excellent organizational and telephone skills including a solid knowledge base of current computer programs needed for tracking and organization; ability to accurately maintain patient medical records and prepare reports; ability to establish and maintain effective working relationships with medical and pharmaceutical community, Boys Home staff, and others affiliated with Boys Home of Virginia.

**EDUCATION AND EXPERIENCE:**

A combination of education and experience equivalent to graduation from high school, and community college; and has a good working knowledge of Microsoft Office programs, clerical experience and is community-oriented.

**IMMEDIATE SUPERVISOR: Associate Director of Program**

***Revised 08/2024***