|  |  |
| --- | --- |
|  | **JOB AND ROLE DESCRIPTION** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Position Name**  | **Scheduler/Staffing Coordinator** | **Company** | Caring Bees Healthcare |
| **Job purpose**  | Responsible for efficiently coordinating patient visits, maintaining, and updating scheduling records and logbooks to ensure seamless operations within Caring Bees Healthcare. |

|  |
| --- |
| **REQUIRED QUALIFICATIONS** |
| **Education** |
| * College diploma: in Nursing, Administration, or related studies preferred.
* Proficient English level (Well spoken, well written, clear speaking)
* Strong Microsoft Office skills
 |
| **Training or Expertise** |
| Training or Expertise: Desirable medical experience with an understanding of medical language and scheduling processes. |
| **Experience**  | * A minimum of 2 years providing administrative support, preferably within service companies or medical facilities.
* 2 years of Experience working remotely for USA-based companies.
 |

|  |
| --- |
| **JOB FUNCTIONS** |
| * **Survey Calls (daily):** Conduct daily survey calls to assess patient needs and requirements.
* **Scheduling (daily):** Efficiently manage and update patient schedules.
* Updating Prior Authorization (daily): Ensure timely updating of prior authorizations for patient care.
* **Running missed recertification report and notifying DON Connie**: Run reports and communicate any missed recertification to the Director of Nursing.
* **Work on emergency situations as needed**: Handle scheduling adjustments during emergency situations.
* **Follow up the patient at the hospital:** Provide necessary follow-up support for patients in hospital care.
* **Patient refusal follow-ups:** Manage communication and rescheduling in case of patient refusals.
* **Perform other duties as assigned by supervisor, CM, or Administrator**: Be flexible and responsive to additional responsibilities as needed.
* **Running EVV report:** streamlining employees to verify all patient visits using EMR software Axxess
 |

|  |
| --- |
| **REQUIRED SKILLS** |
| * Ability to thrive in deadline-driven and sometimes stressful environments.
* Primarily a desk job requiring excellent time-management skills.
* Effective communication skills in English (both verbal and written).
* Highly organized, efficient, and solution oriented.
* Proactive problem-solver with the ability to work independently or as part of a team.
* Professional and positive attitude
* Capability to handle highly confidential information
 |

|  |
| --- |
| **WAGE COMPENSATION**  |
| Compensation: **$1,100 USD** monthly payment - Payments to be directly deposited into the account with additional fee for wire transfer. Each fee will differ based on the employee’s bank.Full-time Position: **Monday- Friday 9:00 AM -5:30 PM Eastern Time.**Benefits: **1 week PTO & 1 week of Sick Time accrued**Internet and computer must be covered by the employee**.** |