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|  | **JOB AND ROLE DESCRIPTION** |

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| **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. | | |

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| **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. |

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| **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 |

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| **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 |

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| **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**.** |