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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)
* Strong Microsoft Office skills
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| **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.
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| **REQUIRED SKILLS** |
| * Ability to thrive in a 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: **$1,000 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.**Internet and computer must be covered by the employee |