

**Coastal Medical Position Description**

**Company:** Coastal Medical Physicians, Inc.

**Title:** Population Health Coordinator

**Reports To:** Director of Population Health Management

**Supervises:** N/A

**Job Summary:** Works closely with the population health programs to ensure project coordination for specialized programs, including a focus on remote patient monitoring and other population health initiatives.

**Essential Functions of the Position (***Illustrative Examples Included***)**

* Ensures consistent, high quality project management support, including rapid cycle innovation projects
* Develops and manages complex planning involved in special population health projects to meet objectives and deliverables
* Organizes, attends, and participates in internal and external stakeholder meetings related to clinical projects
* Directs project correspondences by preparing and reviewing project proposals, memos, meeting minutes and emails, including documentation and follow up on important action items from meetings
* Ensures projects adhere to all requirements and documentation is maintained appropriately for each project
* Develops and maintains positive relationships with internal and external key stakeholders as needed to collaborate on projects to meet project objectives
* Analyzes clinical data to both summarize and identify trends or outliers
* Develops presentations and highlights findings, analysis, recommendations, and action plans
* Complies with federal and local confidentiality laws, including HIPAA, ensuring patient privacy
* Adheres to Coastal Medical guidelines for protecting patients’ demographic, clinical and financial information
* Performs other miscellaneous job-related duties as assigned

**Education and Experience**

* Bachelor's degree or equivalent work experience
* Experience working in a healthcare setting, two years preferred

**Knowledge, Skills and Ability**

* Excellent interpersonal skills and ability to work with and through others to achieve results
* High quality project management support while exhibiting strong organization and collaboration skills
* Knowledge of public health or population health
* Ability to participate in ongoing quality assurance and improvement processes
* Ability to communicate compassion while maintaining equanimity
* Ability to work collaboratively with a wide range of internal and external stakeholders
* Ability to work both on a team and independently, with the ability to self-direct
* Working knowledge of medical terminology and understanding of medical insurances and benefits
* Superior organization and prioritization skills
* Advanced proficiency with computer programs and other technology (i.e., Electronic Medical Record, Microsoft Word, Excel and Access, and Web-based applications)
* Possess strong work ethic and dedication to the well-being of patients and families

**Physical Effort and Dexterity**

* Sit and stand for prolonged periods of time
* Work and move among all departments of Coastal Medical group
* Excellent hand/eye coordination
* Lift up to 15 pounds
* Manual dexterity to operate a personal computer or laptop as well as standard office machines and equipment as it pertains to one’s position
* State-wide travel and operation of motor vehicle may be required for offsite meetings and trainings
	+ Must have a valid driver’s license and clear driving record
	+ Use of personal vehicle and proof of auto insurance is necessary

**Visual Acuity, Hearing and Speaking**

* Capability to transfer information from original source to paper, computer, telephone and in person

*\*This position description does not list all duties of the position. The employee may be asked by his or her supervisor, manager, or director to perform other duties. The employee will be evaluated in part based on the performance of the tasks contained herein.*

**Signatures**

Manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Human Resources: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Please Print)

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*February 2022*