



## JOB OPENING

**POSITION:** ADMINISTRATIVE COORDINATOR  
**STATUS:** FULL-TIME  
**REPORTS TO:** WEST BLOOMFIELD BUSINESS MANAGER  
**LOCATION:** WEST BLOOMFIELD

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### GENERAL DESCRIPTION:

Responsible for administrative duties relating to check in and check out functions.

### ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE:

- Accurate computer input of patient demographics.
- Procure appropriate referrals and type referral follow-up letters when necessary.
- Assure daily schedules and medical records are reviewed.
- Filing and distribution of patient medical records.
- Preparing new patient charts, filing and pertinent information.
- Schedule patient appointments when needed.
- Check out patients including collection of appropriate fees, all forms are completed properly, updating of medical records with correct labels.
- Creating and repairing any damaged charts.
- Must comply with all policies and procedures of the organization, including but not limited to standard operating procedures and employee handbook.
- Perform any other duties assigned to accomplish the task at hand.

### MINIMUM KNOWLEDGE, SKILLS & ABILITIES REQUIRED:

#### Education:

- High School diploma required

#### Experience:

- Must demonstrate data entry skills, knowledge of standard office equipment.
- Knowledge of medical insurance/benefits and previous with ICD coding and medical terminology preferred.
- Ability to handle multiple activities effectively, exhibit good communication and intra-personal skills. Patient service oriented.
- Flexibility and dependability to meet demands of workplace and changes in the workplace.
- Ability to work in a team environment

**WORKING CONDITIONS:**

- Normal medical office environment.
- Travel to other locations necessary at times
- Work may involve a high level of stress

The above is intended to describe the general content of and requirements for the performance of this position. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.

**Any inquiries to this position, please contact Human Resources at [humanresources@tlcml.com](mailto:humanresources@tlcml.com).**