

 <p>CHATHAM ORTHOPAEDIC ASSOCIATES, P.A.</p>	<p>Job Description</p> <p>Personal Injury Coordinator</p>	<p>Effective Date: 09/0/2022</p> <p>Reports To: Director of Operations</p> <p>Revised: 7/11/2022, 09/29/2023</p>
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I. Job Summary

Under the general supervision of the Chief Executive Officer, coordinates personal injury patient cases for the practice.

The Coordinator for Personal Injury strives to work with regional and state-wide attorneys to bring appropriate personal injury cases to the practice, coordinate care with COA physicians and hospitals, outpatient facilities and the surgery center, and reviews accounts receivable to ensure proper follow up and payment on legal and auto balances.

II. Essential Job Responsibilities

Meets with area and state-wide attorneys to market the practice as a personal injury resource. Schedules presentations for the physicians with attorneys on medical topics.

Arranges appropriate patients to be scheduled with physicians with new patient coordinators.

Determines mechanism for payment for each PI patient (i.e., injury company financing, LOP, etc.)

Coordinates care with implant vendors, hospitals, outpatient facility or ambulatory surgery center as needed.

Reviews Legal and Auto account receivables. Sends out statements per agreement with financing company or law firm. Follows up to obtain payment.

Schedules depositions for physician and midlevel providers. Ensures communications and confirmations are completed for the attorneys and COA providers.

III. Other Job Responsibilities

Performs other related duties as assigned.

Maintains collaborative working relationship with all other employees.

Upholds strictest confidentiality.

IV. Minimal Qualifications

Education

High School Graduate / associate degree or paralegal training preferred

Experience

Five to seven years

V. Independent Action

Under general direction, functions independently in coordination of assigned duties. Refers to director as appropriate on clarification of practice policy and procedure.

VI. Human Relations/Customer Communications

Communicate verbally and written with employees, physicians, patients, patient family members and public as a representative of the practice.

VII. Personal Protective Equipment

Personal Protective Equipment (PPE) is provided by practice and must be worn when there is a reasonable risk of occupational exposure to blood or body fluids.

VIII. Occupational Exposure Statement

Category III Exposure Statement: No risk for contact with blood and body fluids for these positions.

IX. Americans with Disability Act Statement

External and internal applicants, as well as position incumbents who become disabled, must be able to perform the essential job functions either unaided or with assistance of a reasonable accommodation to be determined on a case by case basis.

X. Statement

The above statements are intended to describe the nature and level of work performed. They are not intended to be construed as an exhaustive list of all required of personnel so classified.

Review/Approvals:

Sharon Mimbs Bromley, FACHE
Chief Executive Officer

Date

As an employee in the above referenced position, I have read, understand, and agree to abide by the job description stated within.

Employee

Date