

JOB TITLE: Physical Therapy Services Clinic Coordinator

JOB LOCATION: East Greenwich Office

GENERAL SUMMARY OF DUTIES: Responsible for coordinating operations and activities of the clinic as assigned.

SUPERVISION RECEIVED: Reports to Director of Physical Therapy.

SUPERVISION EXERCISED: Supervises clinic staff as assigned.

ESSENTIAL FUNCTIONS:

1. Assists with hiring, training, and supervising assigned staff helping them develop performance goals and objectives.
2. Assists with performance evaluation and, recommends merit increases, promotions, and disciplinary actions.
3. Maintains clinic area, offices, and equipment.
4. Provides data for financial and statistical purposes.
5. Assists in the creation and implementation of medical support and computer systems and procedures.
6. Monitors appointment, patient flow, medical records, and staff.
7. Supervises fee, credit and collection procedures.
8. Ensures compliance with regulations and with clinic standards of quality patient care.
9. Identifies and resolves operational problems.
10. Attends required meetings and participates in committees as requested.
11. Participates in professional development activities to keep current with health care trends and practices.
12. Maintains strictest confidentiality.

The job holder must demonstrate current competencies applicable to the job position.

EDUCATION: Bachelor's degree in physical therapy.

EXPERIENCE: Minimum of 2-3 years experience in outpatient physical therapy.

REQUIREMENTS: Certificate/License: current RI PT licensure.

KNOWLEDGE:

1. Knowledge of organization policies and procedures.
2. Knowledge of fiscal management and human resource management practices.
3. Knowledge of computer systems, programs and applications.
4. Knowledge of health care administration principles.

SKILLS:

1. Skill in gathering, analyzing and interpreting information.
2. Skill in written and verbal communication.

ABILITIES:

1. Ability to exercise initiative, problem-solving, decision-making.
2. Ability to apply policies and principles to solve everyday problems and deal with a variety of situations.
3. Ability to work effectively with patients, staff, public.
4. Ability to identify problems and recommend solutions.
5. Ability to establish priorities and coordinate work activities.

PHYSICAL/MENTAL DEMANDS: Requires sitting and standing associated with a normal office environment.

ENVIRONMENTAL/WORKING CONDITIONS: Normal office environment. Occasional evening work.

This description is intended to provide only basic guidelines for meeting job requirements. Responsibilities, knowledge, skills, abilities and working conditions may change as need evolve.

Interested applicants should submit their resume to Susan Martins in Administration @ [smartins@universityorthopedics.com](mailto:smartins@universityorthopedics.com) or fax to 831-6054.

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