

**BROWN SURGICAL ASSOCIATES, INC.  
POSITION DESCRIPTION**

<b>Job Title:</b> Multidisciplinary Coordinator	<b>Dept. Code:</b> 600	<b>OSHA:</b>
<b>Department:</b> Clinical and Administrative	<b>Salary Range:</b> See Levels	<b>Original Date:</b> 6/2014
<b>Immediate Supervisor:</b> Clinical Office Manager	<b>Division:</b>	<b>Last Revised:</b> 02/18/2020

**GENERAL SUMMARY:**

Functions as the Multidisciplinary Coordinator between Rhode Island/Miriam Cancer Center and Brown Surgical Associates. Also functions as clinical medical secretary in the outpatient office setting for Brown Surgical Associates, with primary accountability to the Clinical Manager of BSA. Primary responsibility is to provide clinical support to patients of BSA for referral and treatment at Breast Oncology Multidisciplinary Clinic, administrative support to the Tumor Board at Rhode Island and Miriam Hospital for Breast Cancer Patients, and clinical medical secretary support to Brown Surgical Associates.

**ESSENTIAL FUNCTIONS MULTIDISCIPLINARY COORDINATOR:**

- Answering phone calls from newly diagnosed cancer patients and calling all newly diagnosed breast cancer patients to take full medical history.
- Gathering pertinent medical records, pathology slides and breast imaging and submitting films from outside facility for review at the Anne Pappas Center prior to scheduled visit.
- Submitting slides from outside facility for review at RIH/TMH pathology department and providing access nurse with pathology and imaging reports to determine which combination of providers the patient needs to see.
- Inputting patient demographics to facilitate hospital registration and complete medical history, provided by access nurse, into computer prior to the visit.
- Ensuring all materials have been received prior to patient visit.
- Creating packet of pertinent reports to be used by the providers on the day of the visit (3 copies of each packet): Medical history form, pathology reports, breast imaging reports.
- Providing genetic counselors with pathology report and family history prior to patient's appointment.
- On-call during multidisciplinary session to obtain any additional report, films, etc., that are requested by the providers.
- Attending multidisciplinary conference and make notes on scheduling sheet for any tests that need to be ordered, i.e.: staging, oncotype, MRI etc. (to be scheduled by individual provider's secretary).
- Contacting post-op patients to arrange post-op multi-visit, upon notification by surgeon's secretary.
- Reviewing pathology and imaging reports, as provided by the new patient coordinator, and determining which combination of providers the patient needs to see.
- Anticipating what additional information may be needed, beyond what is routine, i.e. op note, staging studies done at another facility, etc.
- Providing new patient coordinator with documentation of medical history to be used in packets for the providers.
- Identifying patients who may need additional resources, i.e. social work, nurse navigator, psychiatry.

- Attending the multidisciplinary session as a resource and comfort for patients and facilitating the flow of patients and providers throughout the session.
- Identifying best use of time for the patient during the conference, i.e. genetics consult, social work consult, pre-op testing, protocol discussion with research coordinator.

**ESSENTIAL FUNCTIONS CLINICAL MEDICAL SECRETARY:**

- Maintaining all facets of designated physician(s) clinical and administrative calendar as well as clinical and administrative support.
- Answering and screening clinical office telephone calls, referring calls to appropriate person, taking clear and concise messages and assuring responses to all messages.
- Scheduling office appointments, office procedures, tests, inpatient and outpatient procedures and ensuring orderly scheduled patient flow.
- Management of and proper handling of incoming referrals, via various methods (fax, phone, direct message within EMR).
- Maintaining tracking mechanisms to ensure patient's results are received in a timely manner and ensuring accuracy of all patient demographic information and pertinent data in the record.
- Preparing patient charts prior to scheduled appointments. Ensuring patient record is available if necessary, retrieving from archive and/or other paper or electronic means as applicable, and ensuring all necessary consultation, paperwork and/or test results are available for appointment. Electronic preparation of the chart in the EMR.
- Obtaining necessary authorizations for surgical procedures/tests, and referrals for office visits/billing to ensure payment of services rendered.
- Surgical coordination as well as tracking of operative billing to assure all necessary components are obtained for timely submission to Billing Office.
- Coordination of patient paperwork and forms such as TDI and Workers Comp.
- Maintain CAQH (Council for Affordable Quality Healthcare) as well as update and maintain physician CVs, CMEs and other administrative support as assigned.
- Responsible for any other duties, clinical or administrative, including covering other administrative or clinical secretaries, as may be assigned by the clinical office manager.
- Conduct quality calls as assigned by the Nurse Supervisor or Clinical Office Manager.

**MINIMUM KNOWLEDGE, SKILLS AND ABILITIES:**

- Bachelor's degree or the equivalent of four or more years' experience working in a medical office setting, specifically in the area of Oncology. Specific experience in Breast oncology preferred.
- Four years or more of direct clinical patient care experience
- Demonstrated experience utilizing Microsoft Office (Word, Excel, Powerpoint, Outlook)
- Thorough knowledge of government and third party requirements for registration and ordering of lab and diagnostic tests.
- Ability to represent the organization and serve consumers in a professional manner and promote a positive image of the organization and its services.
- Interpersonal skills demonstrating an ability to communicate, coordinate and multi-task
- Nursing or LPN experience preferred.