



DIGESTIVE DISEASE ASSOCIATES

SPECIALIZING IN DIAGNOSING AND TREATING GASTROINTESTINAL, BILIARY AND LIVER CONDITIONS

Medical Coordinator

Digestive Disease Associates offers a full range of specialized medical services which focus on all aspects of gastrointestinal (stomach and intestines) and hepatology (liver-related) disorders. Serving patients throughout Maryland, Pennsylvania, Virginia and Washington, D.C., have benefited from the patient-centered care delivered by our 18 gastroenterologists and hospitalist.

Treatment is provided in one of our two state-of-the-art endoscopy and infusion centers located in Columbia and Catonsville, Maryland. Working in a team environment focused on patient care, our mission is to ensure every patient receives a superior experience. For more information, please visit our website at www.ddamd.com.

We are seeking a professional full-time **Medical Coordinator** for our office in Catonsville, MD. This position provides direct and indirect patient care services that meet the psychosocial, physical and general aspects of care.

Summary of General Duties:

- Promote the mission, vision, and values of the organization
- Exceptional customer service and Patient Experience
- Greet patients in a polite, prompt, and helpful manner
- Escort patients to exam room, including obtaining vitals
- Obtain patient information and input into computer
- Process prescription refills/authorizations
- Answer phone calls/messages/alerts from patients, physicians and facilities regarding clinical items
- Review relevant instructions from physicians to patients after their visit

EDUCATION & EXPERIENCE

- Minimum of 1-year medical office experience
- Strong communication skills
- Ability to stay calm in stressful situations
- Computer proficiency preferred, prior experience with EMR a plus
- Ability to work in a fast-paced environment
- Ability to travel to other sites as necessary
- Ability to handle a high-volume of calls

LOCATION, HOURS, SALARY & BENEFITS

- FT position available in Catonsville, MD
- Clinic Hours are M-F, vary from 7:30AM - 5:00PM
- Salary commensurate with experience
- Full-Time W-2 position
- Medical, Dental and Vision insurance
- Short Term Disability, Life Insurance
- 401k