

# Patient Care Coordinator

## **Job Description**

The Patient Care Coordinator (PCC) provides services that enhance quality service to patients, physicians, and co-workers. The PCC coordinates physician schedules, books initial patient appointments, arranges for the expeditious response to patient concerns about all aspects of their care and performs tasks that enhance the communication process among all care providers and support staff. The PCC will have a working relationship with one or more Concord Orthopaedics physicians and will be responsible for ensuring that physician needs are met consistent with overall practice guidelines. This position is located in Concord, NH.

## **Job Requirements**

- Medical terminology skills and/or extensive experience working in a medical office environment.
- Experience working with the public.
- Ability to maintain composure when confronted with fast-paced and stressful situations.
- Pleasant attitude and professional appearance a must
- Excellent communication, telephone and computer skills.

## **Education Requirements**

- High School Diploma required.
- Medical Assistant certification is desired.

To apply for this position, please complete our online application form under the About>Employment Opportunities menu at [concordortho.com](http://concordortho.com).



*For over 40 years, Concord Orthopaedics has been providing sub-specialty orthopaedic care from our offices in Concord, on the campus of Concord Hospital. Concord Orthopaedics is comprised of 24 physicians, 9 Physician Assistants, and 1 nurse practitioner providing care in Rheumatology, Foot & Ankle Care, Total Joint Surgery, Sports Medicine, Hand & Wrist Care, Spine Care, Pediatric Orthopaedics, and Orthopaedic Traumatology. In addition to Concord, Concord Orthopaedics also has offices in New London, Derry and Windham.*

Concord

New London

Derry

Windham