



Prenatal Care Coordinator

Number of Openings: 2 Full Time

Location: Central City & 72nd St. Clinic

Pay Rate: \$15.00-\$20.00 per hour

The Prenatal Care Coordinator provides the initial contact for our prenatal patients. They also maintain case records through ECW and assists with appropriate documentation. Ensures that all clients' records are accurate, current and updated on a regular basis. Lastly, has an understanding of the various State programs/services and can refer patients to apply for programs such as Medicaid, CHIP, Medicare and Baby-Your-Baby (If clinic participates) He/she MUST be bi-lingual English & Spanish- able to speak and write effectively.

ROLE AND RESPONSIBILITIES

1. Collects and tracks selected patient information for specific enrollment/retention interventions to determine whether the client has implemented the plan and to what and to what extent it has been successful. Ensure referrals as well as closures have been appropriately linked and documented within the database system and agency data function.
2. Assess psycho-social status/risk factors of prenatal and postpartum clients and collaborates with CHC providers regarding patient status
3. Works with clinic staff to capture and input, all relevant patient account information (patient billing address, global fee, insurance carrier, income verification, etc.
4. Actively participates in CHC team-building exercises and staff meetings, including but not limited to: All Staff meetings or individual clinic staff meetings, etc.
5. Has an understanding of the various State programs/services and can refer patients to apply for programs such as Medicaid, CHIP, Medicare and Baby-Your-Baby.
6. Assists Medicaid Office to screen eligible patients & organize/collect information needed for the interviews.
7. Performs recalls as needed to maintain continuous enrollment in state health programs.
8. Helps patients to understand their rights and responsibilities, sign appropriate consents, and fill out health profile questionnaires.
9. Uses ECW and other database tools to help track PN outcome data.
10. Collaborates with outside agencies to increase access and assist patients with assessing community resources such as WIC, Department of Human Services, Department of Housing, Workforce Services, and other state programs. Partners with same to provide current, concise information regarding programs available.
11. Maintain and operate a variety of health record responsibilities and storage and retrieval systems to support the needs of the providers and patients.
12. Develops cultural awareness and utilizes second-language materials.
13. Educates patients regarding CHC services including assistances such as prenatal vitamins, prenatal bags and blankets according to their compliance of attending their appointments.

14. Adheres to safety, confidentiality, and HIPAA/data security policies and procedures. Follows CHC Dress Code and attendance policies.
15. Collaborates with directors/project managers on quality improvement activities that have a direct impact on the patient.
16. All other duties as assigned.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

1. Must be an organized self-starter and be able to effectively work independently of supervision.
2. Must be able to effectively communicate both verbally and in writing.
3. **Must be bilingual in Spanish/English.**
4. Position requires cultural sensitivity and one year of experience working in a culturally diverse environment/program is preferred.
5. Experience working in the health care setting is optimal.
6. Knowledge working with pregnant woman is preferred.

ADDITIONAL NOTES

- Prolonged periods sitting at a desk and working on a computer.
- Prolonged periods of periods of standing and bending.
- Must be able to lift up to 15 pounds at times
- Typical setting is a clinical patient facing position
- Typical setting is in an office with moderate office noise level

To apply submit your cover letter and resume to jobs@chc-ut.org.