

Breast Health Coordinator

Description

Under the supervision of the Director of Health Programs, the Breast Health Coordinator tracks and ensures the timely completion of all Breast Care imaging diagnostic procedures ordered by staff providers by using the Center's Electronic Medical Records (EMR) software and Breast Care Program Database. Furthermore; this position is responsible for assisting the Director of Health Programs in the submission of data for quarterly and annual Breast Care grant reports as directed. The Breast Health Coordinator must also work with the Center's medical staff and imaging facilities to coordinate Breast Care events and schedule appointments for patients. The Breast Health Coordinator will facilitate health education opportunities around breast cancer screening and awareness. The Breast Health Coordinator will support patients diagnosed with breast cancer by identifying resources and assisting with care coordination.

Tasks

- Maintain Breast Care Program database by running reconciliation reports in the EMR system monthly
- Update patient results in EMR through utilization of Nextiva digital fax
- Develop and implement Breast Care Program assessment tool(s)
- Establish rapport with partner imaging facility staff to ensure timely care and accurate invoicing
- Work closely with Women's Health Coordinator on Dept. of Public Health Breast and Cervical Cancer Program (BCCP) data and report submissions
- Familiarize self with and adhere to Center's employee handbook/policies and procedures
- Coordinate with front office and medical support staff to ensure patients are scheduled for mammography services
- Attend relevant internal and external Breast Care related meetings and/or events
- Develop and coordinate health education opportunities related to breast and cervical cancer awareness and screening
- Provide support to patients diagnosed with breast or cervical cancer, and their providers, by connecting to a network of appropriate resources and treatment
- Assist Director of Health Programs with other Breast Care Program related tasks as directed

Qualifications

Education/ Knowledge, Skills, & Abilities (KSAs)

- Bachelor's Degree in Community Health, Public Health, or other related sciences or field of study

- Experience in program development and assessment
- Proficient in Microsoft Office suite, esp. Excel
- Knowledge of working in a healthcare setting

Interested candidates should email Ian Fennell at ian@goodsamatlanta.org. Please include resume/CV.