

# Job Announcement



**Position Title:** Mammography Coordinator  
**Supervises:** None  
**Reports To:** Chief Medical Officer (CMO)  
**Written by:** Human Resources Department

**Department:** Clinic  
**FLSA:** Non-Exempt  
**Effective Date:** 9/16  
**Approved by:** CEO

## General Summary:

*To coordinate patient access to mammography services under the Ever Women Counts (EWC) and to comply with all the program requirements.*

## Summary of Essential Duties:

- Receives referral from NextGen for mammograms and enter into i2i for tracking
- Enrollers clients and conduct eligibility screening
- Coordinates patient registration with Patient Services
- Obtains client consent forms
- Coordinates patient care with mobile mammography team
- Records client demographic information, care plans, referrals, and outcomes in data management system (i2i Tracks)
- Compiles and reports health education and in data management system on a monthly basis
- Facilitates linkage with outside referral agencies
- Participates in monthly meetings
- Prepares reports on patient access to mammography services under the Ever Women Counts (EWC) to comply with all the program requirements, as required
- Utilizes EWC protocols, including lost to follow-up protocols, as required
- Attends/participates in training modules and seminars, as needed
- Attendance and punctuality is essential in order to provide quality of care to patients, face-to-face interaction with patients, and to work with provided healthcare equipment collected at clinics
- Represents SCFHC in a positive, professional, responsible manner to staff, providers, case managers, and team members
- Demonstrates initiative, exertion, drive, desire for self-improvement, and learning ability for advancement

**Job Specifications:** *(Knowledge, skills, abilities and experience normally required for competent performance)*

## Education and Knowledge

- High School Diploma or equivalent
- Medical Assistant training
- AA degree, preferred

## Experience

- Must have minimum 2 years in health education or related field
- Must be able to work independently within scope of assigned task with minimum supervision

## Skills and Abilities

- Must be able to communicate effectively, in English, both verbally and written
- Good customer service skills
- Excellent interpersonal, organizational, and project management skills
- Bilingual/bi-literate, English/Spanish preferred
- Must be computer literate MS Office Suite: Word, Excel, Outlook; EHR NextGen
- Type 35+ wpm

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## Licensure and Certifications

- None

## Financial Responsibility and Authority:

- None

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