

T.H.E. HEALTH AND WELLNESS CENTERS JOB DESCRIPTION

POSITION: **QI COORDINATOR**
DEPARTMENT: Medical Unit
STATUS: Full-Time, Non-Exempt

POSITION SUMMARY: Under the direction of the Supervisor of Chief Medical Officer. The QI Coordinator offers assistance to the providers for necessary patient care services within the scope of the clinic.

Essential Duties and Responsibilities:

1. Greets all patients in a professional and friendly manner.
2. Takes vital signs of patients: height, weight, blood pressure, indicates reason for visit, brief review of medical history and prepares patients for examination by provider.
3. Obtains records and performs indicated "in-house" lab tests, immunization, hemocult and any other tests as ordered by a provider. Obtains results for providers when necessary.
4. Performs Rapid HIV testing.
5. Performs EKG's as ordered by a provider.
6. Completes necessary document accurately for all lab work.
7. Provides assistance to provider during physical examination and/or specialty procedures as needed.
8. Completes & enters data into patient's records and submits all forms in a timely manner.
9. Maintains medical unit supplies in laboratory and exam rooms.
10. Attends and participates in meetings as required.
11. Maintains chronic disease registry.
12. Provides monthly practice reports on performance measures for QI.
13. Provides individual provider reports on performance measures as requested by CMO.
14. Maintains registry of diabetic patients.
15. Other duties as assigned.

Education and Qualifications

- High School Diploma or equivalent
- Medical Assistant Certificate Required
- Certification in CPR
- Phlebotomy Certification a plus
- Minimum one year of QI experience
- Ability to work with people of diverse cultural, educational, social, and economic backgrounds.
- Ability to work independently and a self-starter with minimal supervision
- Excellent oral and written communication skills

- Excellent organizational skills
- Computer proficiency
- Experience utilizing an Electronic Medical Records (EMR) system is highly desirable
- Bilingual preferred