

Care Coordinator - Nurse RN

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Company: Emapta

Location: Bogota

Category: healthcare-practitioners-and-technical

Job Description

Join Our Client's Healthcare Revolution! Nurse Coordinator Position Now Open

Welcome to the Nurse Coordinator position, where you'll find a unique blend of administrative and clinical responsibilities that make a genuine impact on patient care. As a Nurse Coordinator, you'll be an integral member of a Physician-led Care Team, dedicated to providing comprehensive primary care to a specific patient population. This role is about more than just tasks; it's about ensuring patients receive the highest quality healthcare, understand their medical condition, and have all the support they need. If you're passionate, compassionate, and looking to make a real difference, this role is perfect for you.

Job Description

As a **Nurse Coordinator** in our client's network of medical centers specializing in primary care services, your role is crucial to the seamless operation of their healthcare facilities. You'll be a versatile, unlicensed medical professional cross-trained to perform both administrative and clinical tasks. Working closely with a dedicated Care Team, you will assist in providing top-notch care to our client's patients.

Here's an overview of your future role:

Employment type: Indefinite term contract

Shift: Monday to Friday | 9:00 am to 6:00 pm EST.

Work Setup: Onsite, Bogotá

What do you need to succeed?

English Level: C1

Education: Registered Nurse

Experience: 3+ years

Excellent listening, interpersonal, written, and oral communication skills.

Experience working in a team-oriented, collaborative environment.

Knowledge of applicable data privacy practices and laws.

Ability to manage multiple concurrent tasks.

Flexibility to handle unexpected daily challenges.

Exceptional interpersonal and customer service skills with compassion and empathy towards patients and families.

Outstanding oral and written communication skills, time management, and organizational skills.

Ability to collaborate effectively with team members, including physicians, clinicians, and support staff.

Problem-solving mindset focused on patient well-being and team success.

Knowledge of medical products, terminology, services, standards, policies, and procedures.

Proficiency in Microsoft Office Suite and other relevant software.

Fluency in both spoken and written English and Spanish.

What awaits you in this role?

Measures and records patient vital signs remotely; records patient interview and medical history.

Catalogs and communicates patient needs to the PCP, Clinician, Specialist and/or other clinical personnel.

Observes patients and reports any changes in patient conditions to the PCP, Clinician, Specialist and/or other clinical personnel.

Processes patient phone messages, returning calls and routing them to another team members as appropriate; calls patients to obtain and relay pertinent information for the physician.

Submit telephone encounters to clinical team, including physicians, for patient follow up or medication refill requests.

Uses communication skills with appropriate medical terminology; and follows appropriate legal and ethical professional conduct.

Assist in managing patient care. Will conduct patient outreach initiatives, i.e., scheduling, closing wellness measures.

Assesses and screening of patients as well as providing them with education about medical processes and procedures.

Provides referrals for continuing care and locating community resources for patients.

With input from patients, families, and our medical providers, can create outcome goals and an overall care plan.

May assist with scheduling special procedures or other patient needs.

Provides health coaching to a defined group of patients to support healthy lifestyle choices. Follows up with coached patients via weekly calls.

Compassionate, respectful, team player, critical thinking skills, resourcefulness, leadership skills, emotional stability

Performs other duties as assigned and modified at manager's discretion.

Why choose us?

5 Days work week

Prepaid medicine

Work-Items (laptop, mouse, and headset)

5 extra days of vacation leave (20 in total) that could be monetized

Direct exposure to our clients

Career growth opportunities

Promotion path

Diverse and supportive work environment

Prime Office Locations - Bogotá and Medellín

Up skilling: Emapta Academy

Whom you'll work with:

Our client, HG Doctors, is a healthcare management company founded in 1979 and headquartered in Hallandale Beach, Florida. With over 100 dedicated employees, HG Doctors serves medical practices across Florida, Georgia, and South Carolina. Our client's offices boast a prime location with easy access via major roads, providing convenience for all. With an unwavering commitment to exceptional services, their skilled doctors and staff deliver compassionate care. Our client takes pride in their state-of-the-art equipment and modern sterilization system, going beyond industry standards for your safety and comfort.

Who are we?

Discover a world of possibilities at **Emapta** , where your career takes flight in stability and growth. Join a team that thrives on camaraderie, supporting each other to achieve excellence together. Experience the satisfaction of being recognized for your contributions with competitive compensation packages that reflect your skills and commitment. Immerse yourself in a positive work culture that encourages collaboration, innovation, and personal development. We provide you with the platform for your success, empowering you to reach new heights in a supportive and inclusive environment.

With a wide roster of international clients from various industries and a proven track record of success, **Emapta** offers a stable foundation for your career. Team up with like-minded professionals who are passionate about making a meaningful impact through premium global opportunities at your fingertips. Apply now and create a better future with us.

#EmaptaExperience

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