

## Medical Scheduling Coordinator

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Company: Emapta

Location: Bogota

Category: other-general

### Job Description

#### Join Our Client's Team as a Medical Scheduling Coordinator and Transform Healthcare!

Are you ready to be a pivotal part of a dynamic healthcare team? Imagine a role that offers you global opportunities right at home, providing you the chance to make a difference in patients' lives. As our client's Medical Scheduling Coordinator, you'll experience perks that set their company apart. From managing doctor schedules to ensuring seamless patient appointments, your role will shape the healthcare landscape while enjoying an international position within your own country.

### Job Description

As a **Medical Scheduling Coordinator** for our client, you'll play a vital role in the smooth operation of our client's healthcare facility. You'll manage doctor schedules, maintain appointment records, and provide top-notch patient support. Your fluency in both English and Spanish, along with your tech-savviness, will be crucial in ensuring patients receive the care they need. Additionally, your attention to detail and exceptional organizational skills will contribute to the efficient coordination of patient appointments and referrals.

Here's an overview of your future role:

Employment type: Indefinite term type contract

Shift: Day | Monday to Friday | 8:00AM – 5:00PM

Work setup: Onsite, Bogotá

### What do you need to succeed?

Fluent in English (Level B2-C1) and Spanish.

Nurse education in healthcare-related field.

1+ years of relevant experience.

Exceptional organizational and multitasking abilities.

Proficiency with technology and a willingness to learn new tools.

Strong communication skills to interact with diverse patient populations.

Excellent administrative and secretarial skills, including record-keeping and documentation.

Familiarity with medical terminology, prescriptions, and referrals.

Ability to adapt to changing situations and handle time-sensitive tasks.

Professional and compassionate demeanor when dealing with patients and healthcare providers.

Advantages:

Knowledge of RPM processes and coordination.

Understanding of medical specialties and referral processes.

### **What awaits you in this role?**

Manage doctor schedules and confirm appointments with patients upon submission.

Utilize advanced scheduling software to maintain accurate and up-to-date appointment records.

Provide timely appointment reminders and manage rescheduling when required.

Handle documentation related to doctor appointments, including prescriptions and referrals.

Collaborate with RPM companies and specialists to ensure seamless patient care coordination.

Organize and maintain records, file documents, and manage correspondence.

Leverage your fluency in Spanish to assist Spanish-speaking patients with scheduling and inquiries.

Utilize your tech proficiency to manage electronic scheduling systems and EMR software.

Adapt quickly to new technological advancements to improve efficiency.

Provide exceptional customer service by addressing patient inquiries and concerns.

Ensure patients feel supported and informed throughout their healthcare journey.

### **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

Diverse and supportive work environment

Prime Office Locations - Bogotá and Medellín

Up skilling: Emapta Academy

### **Whom you'll work with:**

Our client, a full-service remote patient monitoring company, is looking for a Medical Scheduling Coordinator to join their team. By joining our client's company, you'll become part of a collaborative team of healthcare experts revolutionizing patient care. They empower providers through cutting-edge technology and a dedicated Monitoring Team, ensuring high-risk patients receive the attention they deserve. Join our client's team and be at the forefront of healthcare innovation!

### **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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