

Patient Care Coordinator

INDUSTRY FACTS



What do patient care coordinators do?

Care coordinators are passionate individuals who advocate for their patients by ensuring that no sensitive information slips through the cracks. When they do their jobs well, health systems see a definite decrease in ER admissions, misdiagnoses, and chronic issues.

Using their specialized knowledge of medical terminology and hospital, clinic, or laboratory procedures, patient care coordinators generally perform the following tasks:

- Scheduling appointments.
- Billing patients.
- Compiling and recording medical charts, reports, and correspondence.
- Making preparations and sending out invoices or claims for payment.
- Tracking payments.
- Serving as a resource contact and information source to patients, families, providers, and/or staff.
- Coordinating and leading patient support groups and/or shared medical appointments.

Where do they work?

Health systems across the country vary in size, specialty, and the number of patients. As a result, you could work in almost every type of healthcare facility: medical hospitals, health clinics, small physician offices, and other healthcare businesses.

With a shortage of healthcare professionals in every state and a workforce that's stretched too thin, patient care coordinators make valuable assets.

How much do they earn?

Salaries for this job vary based on location and experience, but the average patient care coordinator makes \$38,111 per year.

How's the job outlook?

The healthcare industry as a whole is projected to grow 16% in the next decade, adding over 2.6 million new jobs.* That means it's the perfect time to start a new career in the industry!

*<https://www.bls.gov/ooh/healthcare/home.htm>

"I have truly enjoyed my experience with CareerStep. Their programs allow you to work on your studies on your own time, which is fantastic for busy moms like myself. If I have ever run into problems with anything, all I have to do is text someone from learner support and they are there to help me."

JENNIFER, CAREERSTEP LEARNER
JULY, 2019

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PROGRAM DETAILS

Improve Your Life

When it comes to career training, you'll find a lot of fakers out there. Con artists that'll try to impress you with fancy hyperbole. But through all the noise, the distinct sound of success can be heard. Your success. All it takes is a little push in the right direction—and your whole life could change. New doors opened. New worlds discovered. And new opportunities explored. With CareerStep, anything is possible.

Prepare For A Better Career

Train affordably without sacrificing quality. This program's comprehensive training was developed by industry professionals with years of experience – specifically designed to help you prepare for the Certified Medical Administrative Assistant (CMAA) and Certified Electronic Health Records Specialist (CEHRS) certification exams.

Learn Your Way (From Home)

With online training, you can absorb more knowledge and learn more skills—fast.

- Study on a schedule that fits your life
- Progress at a pace that matches your learning style
- Adjust the time and effort you devote to your coursework each day

Receive Coaching and Guidance

When you train with CareerStep, we back you every step of the way—from sign-up through course completion.

- Learner support
- Technical support
- Career support

Get Certified

We'll prepare you to take nationally recognized exams so you can explore greater opportunities in your area.

- **Certified Medical Administrative Assistant (CMAA)**
- **Certified Electronic Health Records Specialist (CEHRS)**

Program Outline

Course

Program Orientation

Healthcare Foundational Knowledge and Basic Science

Anatomy and Physiology

General Patient Care

Patient Care Coordination and Education

Medical Administrative Assistant

Electronic Medical Records

Communication and Customer Service in the Healthcare Office

Medical Laws and Ethics

Career Success in Healthcare

Program Completion

TOTAL HOURS: 360