**Office and Patient Coordinator OPC**

Location:

**Description**

**Who we are:**

Senior Life Solutions, a division of Psychiatric Medical Care, is one of the country's largest Behavioral Health Management companies. At PMC, we strive to maintain a culture of kindness and accountability. We embrace diversity, and inclusion, and provide team member support. We encourage everyone at PMC to have a healthy work-life balance and bring their authentic selves to work every day.

**Work-Life Balance:**

* Monday-Friday
* No Weekends
* No On-Call
* 7 Paid Holidays Off Per Year

**Competitive Benefits:**

* Practically Free Vision & Dental
* Practically Free Medical Starting As Low As $20/Month
* Matching 401k
* Furthering Education Assistance

**Unmatched Clinical Support:**

* The PMC Clinical Team is ready to support you every step of the way.
* We have online resources at your fingertips 24/7, including a group curriculum toolkit.
* We connect you with our top therapists/social workers for peer-to-peer training and support.

As an **Office and Patient Coordinator**, your daily focus will be on the 3Cs; Care, Community and Compliance.

* **Care**: Work with a small, interdisciplinary team including a psychiatric physician, RN Program Director, and a social worker to provide high-quality care to our Older Adult patients as ordered by a doctor.
* **Community**: Work with program team to create a culture of kindness and accountability; striving for exceptional care, compliance, and community goals.
* **Compliance**: Work with the program team to ensure the program operates within all regulations, including clinical, billing, and operational compliance.

**Skills best suited for an Office & Patient Coordinator (OPC)**

* Administrative skills
* Organizational skills
* Interpersonal skills
* Time management skills
* Team player; able to work within a small interdisciplinary team

**Requirements**

* CNA, LPN, MA ***preferred***
* Ability to operate a motor vehicle, patient transport **required** *Will be transporting patients to and from program.*
* Medical office experience ***preferred***
* Passion for working with Older Adults ***preferred***
* Front desk/administrative ***preferred***

To apply for this position, please visit [www.psychmc.com/careers/listings](http://www.psychmc.com/careers/listings).