

Clinical Special Projects Coordinator

Job Type: Full-time

Location: South County St. Louis

Days: Monday-Friday. No Weekends.

Hours: 8am-5pm

Position Overview: Next Step Foot and Ankle Centers is searching for a Clinical Special Projects Coordinator who is detail oriented, able to learn quickly, be a leader, problem solver, comfortable with working independently, and can relate to physicians and other staff members with kindness and respect. As NSFAC continues to grow, it's also important to continue to expand programs in order to be competitive in the Podiatric medical field.

A few of the programs on the horizon are listed below:

- Epidermal Nerve Fiber Density (working with the staff pathologist): learn the Mayo Clinic protocol for managing samples. Samples from all locations will be couriered to the Tesson Ferry office.
- Pathology Program (working with staff pathologist): Track cultures taken at all locations, expedite locating cultures that have not yet been received from the out of state medical lab
- Weight Bearing CT: Coordinate with the staff radiologist to complete quarterly Quality Assurance report, complete semi-annual Quality Improvement report, complete annual inspection, trouble shoot CT issues, thorough understanding of Prophecy protocol, be the expert and go-to person for T-Soles.
- Peripheral Nerve Stimulator: Coordinate patient trials and patient follow up.
- UltraMist: Coordinate healing therapy, debridement ultrasound program. Must have basic clinical knowledge of podiatric wounds.

Job Requirements

- Experience with the following is preferred: EHR, Office 365 (Sharepoint, Excel, Outlook)
- Must have reliable transportation and able/willing to travel to multiple locations when needed. Must be willing to train Medical Assistants on the programs as needed.
 - Illinois locations: Alton, Edwardsville, O'Fallon, Waterloo, Pinckneyville, Highland.
 - Missouri locations: Matttis, Bridgeton, Festus, St Peters, Watson

Physical Requirements

- Fast paced office, must be OK being on your feet
- Bending over, reaching up, lifting up to 25 pounds

- Willingness to cross train with other departments for continued professional development

Education and Experience:

- High school Diploma
- Certified Medical Assistant (preferred)
- Previous management experience in a medical setting (preferred)
- Previous training experience in a medical setting (preferred)
- Previous clinical special project management (preferred)

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Employee discount
- Health insurance
- Paid time off
- Professional development assistance
- Tuition reimbursement
- Vision insurance

To apply please visit Indeed to apply.

<https://www.indeed.com/jobs?q=Clinical%20Special%20Projects%20Coordinator&l=Town%20and%20Country%2C%20MO&vjk=bff865f976f4d813>