

Exam Room Coordinator (ERC)

Position Summary:

The Exam Room Coordinator facilitates the flow of patients between the waiting area and nurses and providers; and maintains the flow of charts between nurses, lab techs and providers. The Exam Room Coordinator is essential to the efficient running of a clinic. The ERC must be available to providers at all times to assist in moving patients and charts smoothly through the process. The ERC often fills in as needed to assist other staff in the efficient completion of their tasks.

List-by-list Assignments for Exam Room Coordinator:

PART 1: BEFORE the start

- Sign-in in volunteer room using provided computer, get name badge
- Open HealthStates and log in
- Review the print out of patients for the clinic and verify that all patient charts are available
- Note/assist with assignment of rooms to intake interviewers and providers. Check name list and signs on rooms
- Check which providers are on duty and introduce yourself to them so they know who to look for
- Check-in with Clinic Coordinator for any special instructions
- Wait for patients to be checked in by the front desk receptionist

PART 2: DURING the chaos

- As patients are checked in:
 - Pull the charts and verify that the cover sheet matches the patient chart
 - ✓ Check the upper right hand corner of the cover sheet
 - ✓ Verify that the specialty on the cover sheet matches specialty noted on print out list of patients
 - Number the patient charts based on order of arrival
 - Place them in the metal file sorter rack according to the specialty
 - Distribute the charts to intake in consideration of provider availability
- After intake:
 - Take chart and place them on the desk behind
 - Give them to the appropriate provider in order of number (unless otherwise stated by the Clinic Coordinator)
 - Write down the name of the patient on the provider-patient tracking sheet
 - Call patients into exam rooms
- After provider visit:
 - Check HealthStates to verify that the provider note has been completed and if there are any prescriptions
 - ✓ If there are prescriptions –
 - ❖ Ensure provider has signed prescriptions
 - ❖ Place prescriptions with the chart
 - ❖ Fill out two purple cards
 - Pass the chart to Appointments and Referrals Specialist

PART 3: CLOSING it down

- Ensure all patients have been seen
- Drop off provider-patient tracking sheet to Mario's office
- Check in with clinic coordinator to make sure all is well
- Log off systems
- **CHECK OUT!**