Patient Flow Coordinator

Responsibilities

- Patient room assignment
- RN patient assignment
- Point person for RN, Tech, MD communication
- Directs and Assists care providers with prioritization
- Provides indirect clinical consultation
- Keeps Logicare current
- Receives printed lab results, places on chart, notifies providers
- Checks on delays in Lab, Imaging, Rx, Consults
- Admission Arrangements

- Referral calls
- EMS calls
- Staffing
- Narcotics and Keys
- Assigns students
- Checks/changes EMS tapes
- Orders floor stock meds
- Reassigns trauma RN patients
- Arranges transfers
- Attends bed control
- Finds help during crises
- Management representative