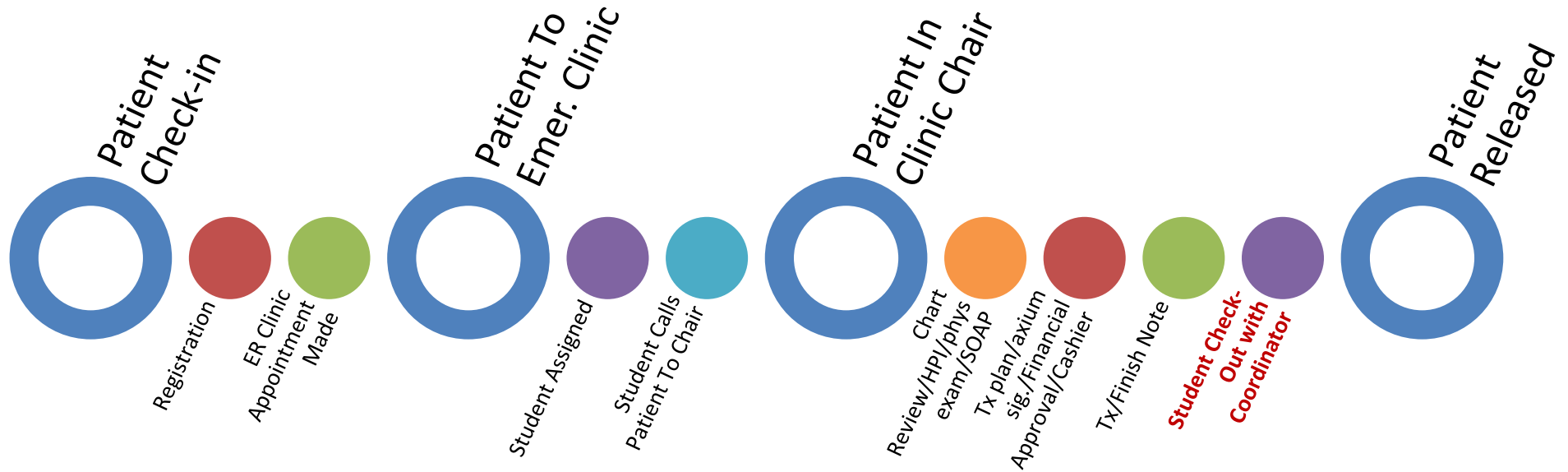
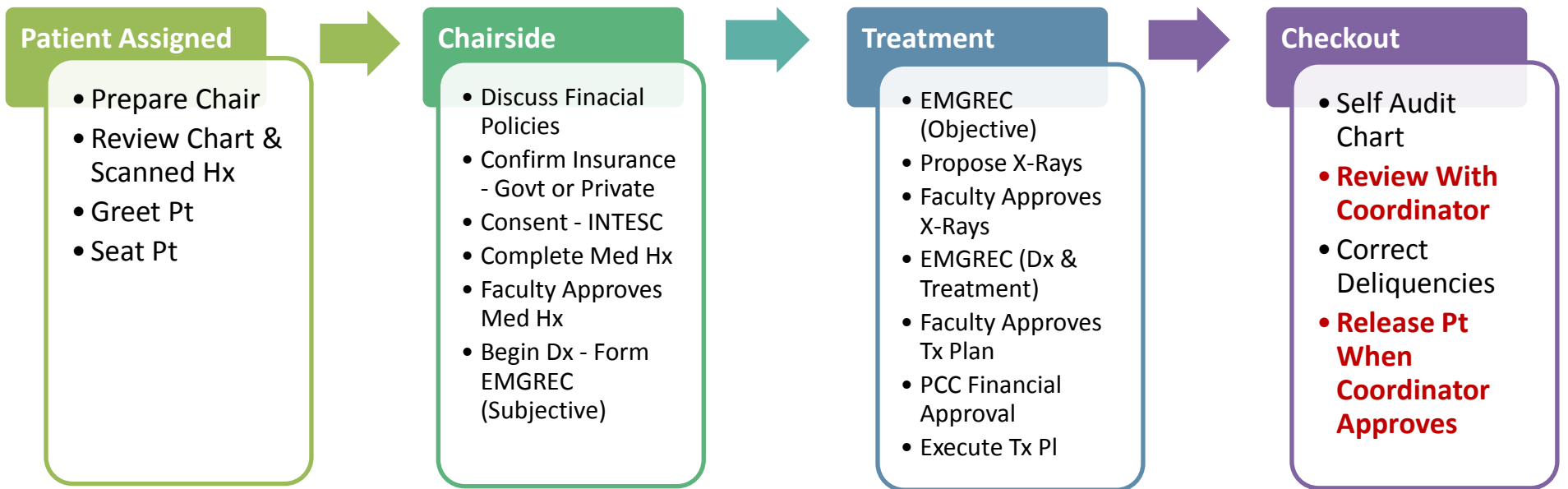


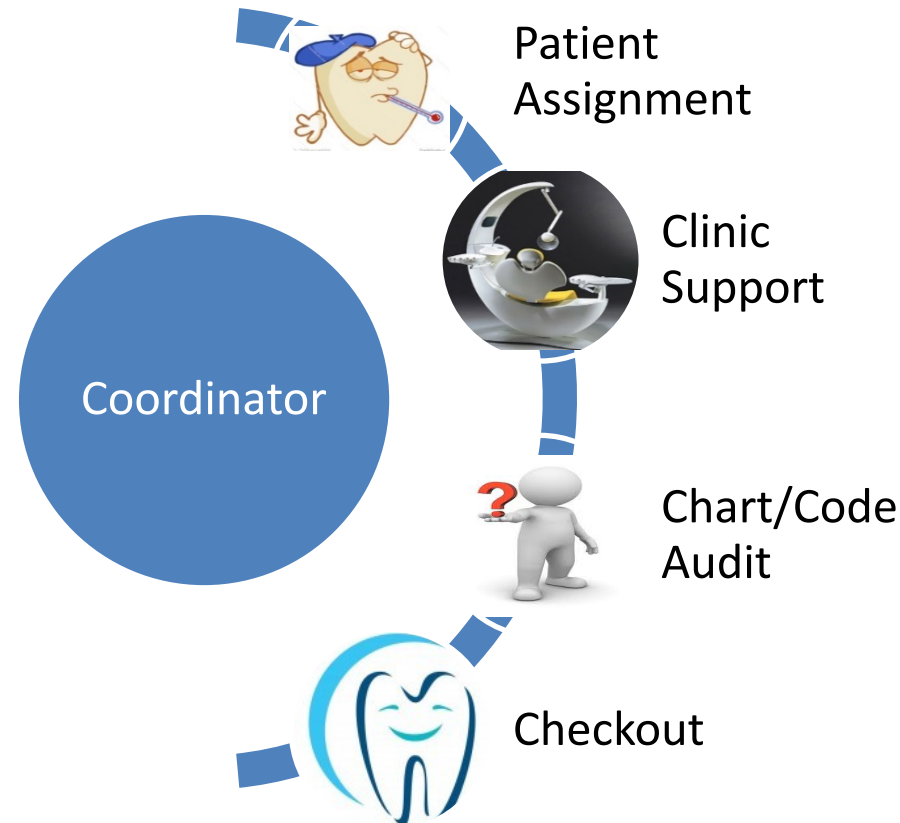
## Patient Workflow



## Student Workflow



# Emergency Clinic Coordinator Responsibilities



## Front End

- Coordinate with patient intake and monitor patient flow
- Weekly Huddle – Review top billing issues and ensure student accountability and actions
- Instruct students on process - proper coding, treatment plans, financial approval and referrals in axium
- Notify students regarding assigned patient's (emergency vs. non-emergency treatment)
- Scan and export all emergency patient medical documents, correspondence, referrals, and forms into Axium

## Back End

- **Checkout** - proper coding and note before patient released
- Audit all emergency cases for accuracy; follow up on any inconsistencies in treatment plans, notes, billing codes entered, and treatment rendered
- Respond to all emergency related voicemail calls
- Manage and coordinate students and patients after a blood borne pathogen exposure