



Reddy Medical Group, LLC
D/B/A **Reddy Urgent Care**

REDDY MEDICAL GROUP
OCCUPATIONAL MEDICINE COORDINATOR JOB DESCRIPTION

Job Title: Occupational Medicine Coordinator

Job purpose: To perform medical front office activities and back office functionalities and job duties, so as to develop and maintain positive relationships and experiences for all patients of the company, in accordance with company policies.

Goal: To maintain and build RMG Occupational Medicine, to provide customer service and 100% accuracy of the services we provide to all new and established company accounts.

Key Responsibilities and Accountabilities Include: Occupational Medicine, company accounts, and drug screens.

Job Description and Duties:

1. Training with new employees for Drug Screen Collection Protocol, including hair and BAT collection.
2. Documents completed for additional information needed for new and established company accounts.
3. Inventory count and order placement for Drug Screen Supplies, BAT, hair collection kits, and shipping supplies.
4. Inventory count and order for outsource Drug screen Supplies, example LabCorp, Quest, Outreach, Medtox, CRL
5. Weekly Census of Drug Screens Collected
6. Collections of Drug Screens for Non-DOT/DOT documented and turned in at the end of each month.
7. Organize and maintain the occupational medicine area properly
8. Maintain all the client requirements for the occupational medicine and update them quarterly and as needed
9. Keep up with the regulations concerning DOT and non-DOT drug screens
10. DOT Exams completed by the provider is properly coded and charges are correct
11. Daily documentation of results, complete all steps required as Collection site only.
12. Work as a MRO assistant and coordinate costs to the patient's non-negative tests
13. Communicate with the industry regarding the workers comp visits and follow-ups
14. All of the duties as assigned by clinical manager, CEO, and CFO of the company
15. Work with Marketing Coordinator to coordinate all health fairs at worksite.
16. Work with Marketing Coordinator to help organize and implement flu vaccine program at our client companies.

Experience: Good communication skills in working with other companies and other employees of the worksite.

Job descriptions are based on Reddy Medical Group, LLC standard operating procedures. Although each employee is hired under a specified job description, this does not exclude him/her from having working knowledge of all other areas of the office and other staff positions.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice at the discretion of management.

IT IS THE RESPONSIBILITY OF ALL PERSONNEL TO PROVIDE FOR PATIENT COMFORT AND EFFICIENT OPERATION OF THE OFFICE