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Job Description

Research Specialist-22816

Description

Position Summary

Under direction, the Research Specialist acts as Senior Patient Coordinator for CRM while providing back up to front desk reception and coordinator support to Research department.

Position Activities

- Acts as Patient Coordinator: Conducts one to one consultation with new and repeat patients slated for IUI and IVF treatment; explains program requirements including billing polices; monitors new and repeat patient charts; reviews and completes information entered into IVF for Windows/EMR; addresses problems associated with assigned physicians' patients as related to pre requisite testing.
- Performs patient care activities: Schedules prerequisite appointments for IUI and IVF patients planning to undergo treatment; tracks outstanding pre-requisite test results; schedules appointments for orientation, blood work, cultures, Andrology appointments such as semen analysis, SCSA, Cryopreservation,

Antisperm Antibody testing and semen cultures.

- Monitors daily schedules for IVF physician appointments, nursing appointments and laboratory appointments; reviews outstanding test results for upcoming IUI and IVF treatments; answers and screens telephone calls to determine patient needs; acts as liaison between patients, nurses and physicians.
- Provides back up receptionist coverage to front desk when needed: performs all front end activities for IVF monitoring, Andrology laboratory, walk-in and scheduled blood work, answers and triages incoming calls for entire CRM department, including internal communication, pages staff as necessary, greets patients, obtains, updates and verifies demographic and insurance information on each patient. Registers patients in IDXtend. Obtains IDX account numbers. Arrives appointments in IDXtend system.
- Acts as Research Coordinator providing support to Research Department; participates in clinical research studies, assists in study implementation, supports data management, and assists research consent process. Executes and analyzes internal patient satisfaction survey.
- Performs other related duties as assigned.

Qualifications

Minimum Requirements

- Bachelors degree required. Experience with women's health providers in a medical office setting required. Research experience and training in statistical analysis preferred.

Skill and Abilities

- Excellent organizational and communication skills.

No relocation assistance is provided for this position.

Visa sponsorship is not available for this position.

Founded in 1898, and affiliated with what is now New York-Presbyterian Hospital since 1927, Weill Cornell Medical College is among the top-ranked clinical and medical research centers in the country. In addition to offering degrees in medicine, Cornell also has Ph.D. programs in biomedical research and education at the Weill Graduate School of Medical Sciences, and with neighboring Rockefeller University and the Sloan-Kettering Institute, has established a joint MD-PhD. program for students to intensify their pursuit of Cornell's triple mission of education, research, and patient care.

Weill Cornell Medical College's educational mission emphasizes the importance of combining a strong foundation in the medical sciences with extensive clinical training in patient care. By promoting a true social commitment, stimulating creativity, and fostering independent thought and study, Weill Cornell Medical College continues to cultivate the best of tomorrow's leaders in the field of medicine.

Weill Cornell Medical College is an equal opportunity, affirmative action educator and employer.

Job-WCMC-Research

Primary Location-New York City

Organization-Center for Reproductive Medicine

Schedule-Full-time

Overtime Status-Non-exempt

Number of Openings-1

Minimum Salary-\$46,406

Grade-5

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