

Medical Information Coordinator ConsumerMedical Pembroke, MA

At ConsumerMedical, we're a **medical ally** that empowers employees and their families to make better medical decisions at every point in their healthcare journey. We do this by combining our deep clinical expertise with compassionate, high-touch support and a unique understanding of all the challenges along the way.

We offer what only independent medical experts can: unbiased answers on any medical condition, vital information curated for each participant, advice based on hard evidence, assistance getting expert opinions, and the one-on-one support to make even the most difficult health decisions with confidence. Our comprehensive solution integrates **medical decision support** and **expert medical opinion** to guide individuals and families throughout the healthcare journey, while also reducing unnecessary elective surgeries and driving patients to the highest quality providers.

Purpose:

ConsumerMedical is looking for an outgoing Medical Information Coordinator to add to our team. The purpose of this role is to identify and credential top medical experts to assist our participants with making the best treatment and health care decisions.

Job Responsibilities:

- Identify and vet top specialists utilizing investigative research
- Create credentialing reports deliverable to the participant
- Communicate with external physician's offices to verify specific information for our participants
- Maintain accurate and timely data-entry updates to all company logs and the internal participant database
- Facilitate the collection of medical records
- Schedule participant appointments with top specialists as needed
- Interact with participants and external vendors as needed
- Participant in company and vendor meetings

Desired Skills and Experience:

- College degree in a medical/health field preferred
- 1-2 years of relevant experience in a medical setting preferred
- Working knowledge of medical terminology
- Medical record collection, maintenance of tracking logs, and collating records for delivery to third party preferred
- Must be detail oriented, creative, and professional
- Proficient computer skills, including use of Microsoft Outlook, Word, Excel and knowledge of Adobe PDF software, a plus
- Excellent written and verbal communication skills
- Strong customer service skills
- Enthusiastic, must enjoy working independently and in a team environment
- Must be comfortable with a fast paced, evolving operation
- Flexible and willing to perform other tasks as assigned

Please submit resume and cover letter to hr@consumermedical.com for consideration.

Disclaimers:

Applicants, as well as position incumbents, who become disabled as defined under the Americans with Disabilities Act must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.

ConsumerMedical is committed to the principle of equal employment opportunity. Applicants for employment and employees are reviewed on their individual qualifications for a position. Under no circumstances will ConsumerMedical discriminate against qualified persons on the basis of race, color, religious creed, retaliation, national origin, ancestry, sexual orientation, gender, gender identity/expression, disability, mental illness, genetics, choice of health insurance, marital status, age, veteran status, or any other basis prohibited under applicable law.