

Patient Care Coordinator

INDUSTRY FACTS



What do patient care coordinators do?

Care coordinators are passionate individuals who advocate for their patients by ensuring that no sensitive information slips through the cracks. When they do their jobs well, health systems see a definite decrease in ER admissions, misdiagnoses, and chronic issues.

Using their specialized knowledge of medical terminology and hospital, clinic, or laboratory procedures, patient care coordinators generally perform the following tasks:

- Scheduling appointments.
- Billing patients.
- Compiling and recording medical charts, reports, and correspondence.
- Making preparations and sending out invoices or claims for payment.
- Tracking payments.
- Serving as a resource contact and information source to patients, families, providers, and/or staff.
- Coordinating and leading patient support groups and/or shared medical appointments.

Where do they work?

Health systems across the country vary in size, specialty, and the number of patients. As a result, you could work in almost every type of healthcare facility: medical hospitals, health clinics, small physician offices, and other healthcare businesses.

With a shortage of healthcare professionals in every state and a workforce that's stretched too thin, patient care coordinators make valuable assets.

How much do they earn?

Salaries for this job vary based on location and experience, but the average patient care coordinator makes \$39,000 per year.

How's the job outlook?

Over 129,000 new jobs are expected for patient care coordinators before 2026. expertise will be in the highest demand.

*U.S. Department of Labor, Bureau of Labor Statistics

"I have truly enjoyed my experience with CareerStep. Their programs allow you to work on your studies on your own time, which is fantastic for busy moms like myself. If I have ever run into problems with anything, all I have to do is text someone from learner support and they are there to help me."

JENNIFER, CAREERSTEP LEARNER

Patient Care Coordinator

PROGRAM DETAILS

Improve Your Life

When it comes to career training, you'll find a lot of fakers out there. Con artists that'll try to impress you with fancy hyperbole. But through all the noise, the distinct sound of success can be heard. Your success. All it takes is a little push in the right direction—and your whole life could change. New doors opened. New worlds discovered. And new opportunities explored. With CareerStep, anything is possible.

Prepare For A Better Career

Healthcare is booming. And once you get your foot in the door, you'll find there's plenty of room to grow and advance your career. This program's comprehensive training was developed by industry professionals with years of experience and is approved by the National Healthcare Association (NHA). It's specifically designed to help you prepare for the Certified Medical Administrative Assistant (CMAA) and Certified Electronic Health Record Specialist (CEHRS) exams and gain the necessary knowledge and skills to begin working as soon as you're ready.

Learn Your Way (From Home)

With online training, you can absorb more knowledge and learn more skills—fast.

- Study on a schedule that fits your life
- Progress at a pace that matches your learning style
- Adjust the time and effort you devote to your coursework each day

Receive Coaching and Guidance

When you train with CareerStep, we back you every step of the way—from sign-up through course completion.

- Learner support
- Technical support
- Career support

Get Certified

We'll prepare you to take nationally recognized exams so you can explore greater opportunities in your area.

- **Certified Medical Administrative Assistant (CMAA)**
- **Certified Electronic Health Records Specialist (CEHRS)**

Program Outline

Course

Program Orientation

Healthcare Foundational Knowledge and Basic Science

Anatomy and Physiology

General Patient Care

Patient Care Coordination and Education

Medical Administrative Assistant

Electronic Medical Records

Communication and Customer Service in the Healthcare Office

Medical Laws and Ethics

Career Success in Healthcare

Program Completion

TOTAL HOURS: 360