

# Admissions Coordinator

The Discovery House

TTD LLC Management Group · Reseda, California

## Job description

The Admissions Coordinator is responsible for coordinating the operation of pre-assessment, assessment, and subsequent admissions processes of all incoming clients/families. The Admissions Coordinator is responsible for fielding calls from various sources (e.g., Internet, direct referrals, etc.), converting callers to clients and then managing the intake and admission activities of the client. The Admissions Coordinator sets the tone of respect, compassion, empathy, and a sense of urgency with potential clients and their families. The Admissions Coordinator provides initial contact with referral sources and potential clients, coordinates the referral and pre-admission process, and maintains follow-up communication with referral sources, families, patients and clinical program staff. This is an exempt position and requires being available for long and variable shifts including weekends. Also requires being on site for admissions.

*General Responsibilities include, but are not limited to, the following:*

- Field various calls while adhering to a script.
- Provide required documentation of intake calls, referral tracking and preadmission paperwork
- Document all follow up efforts
- Check documents and explain insurance benefit and eligibility information
- Discuss financial arrangements with potential admissions and responsible financial parties
- Represent programs with professionalism and enthusiasm
- Consult with relevant personnel (i.e. Admissions Director, Program Director and Medical Consultant) as appropriate regarding potential admissions and the details of such
- Maintain and build relationships with referral sources

## **Minimum Qualifications:**

- Ability to multi-task in a fast-paced work environment required
- Strong computer skills required
- Ability to work effectively with all levels of employees and management required
- Ability to work a flexible schedule required

Job Type: Full-time

Salary: \$41,600.00 - \$73,000.00 per year

Benefits:

- 401(k)

- Dental insurance
- Health insurance
- Life insurance
- Paid time off
- Vision insurance

Schedule:

- 8-hour shift

Work Location: In person

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