

The Edmonton North PCN is looking for a **PANEL COORDINATOR** to join their Physician Practice Support department. The Panel Coordinator will work remotely alongside physicians and clinic staff at various clinic sites.

The successful candidate will be someone who has:

- **Excellent communication skills**, both written and verbal
- **Superior** customer service skills
- Ability to maintain a **high level of confidentiality**
- Excellent **time management** and **organizational talents** with the proven **ability to set priorities**
- Strong follow-through and **attention to detail**
- Ability to **work independently**, while involving and consulting with the team and manager, as appropriate
- Strong **problem solving** skills
- A second language is an asset
- Ability to work in an unstructured environment, to be **flexible**, creative and juggle **numerous competing priorities**

The opportunity:

## Panel Coordinator

### Requirements of the role:

- Medical Office Assistant / Unit Clerk Certification
- Minimum of 3 years clinical experience
- Experience with Panel Identification, Maintenance and Management
- Experience with Alberta Screening and Prevention (ASaP)
- EMR Experience (Healthquest, Med Access, Wolf, etc.)



### What to expect day to day:

Working alongside other members of the Physician Practice Support (PPS) team, the Panel Coordinator (PC) will ensure that clinic processes for panel identification, maintenance and management are in place, widely understood and consistently followed. The PC will effectively maintain each physician's panel.

- Working with the clinic team to ensure panel lists are clean and accurate by conducting regular panel reviews
- Create saved searched/queries (report criteria or templates) that allow consistent generation of panel lists within the EMR
- Proactively identify, report and reduce clinic panel gaps of screening of patients for both opportunistic and outreach care
- Assist the clinic team to standardize reportable fields in the EMR and establish criteria for patient statuses
- Work with the EMR vendor to provide the clinic with all EMR updates, advanced usage and training
- Increasing awareness and uptake of PCN events, activities, programs and services
- Understanding, supporting, and communicating the messaging of the PCN to the members
- Providing feedback to the PPS Manager on member perceptions of PCN messages and the effectiveness of communications tools and tactics
- Attend local PCN sponsored events where PCN member physicians are participating (i.e. CMEs, AGM, networking dinners, etc.)

***Openings: Multiple, Full-Time and/or Part-Time (FTE negotiable), Permanent***

**Location: Northgate Centre (9499-137 Avenue)**

**Please submit your cover letter and resume to:**  
[greatjobs@enpcn.com](mailto:greatjobs@enpcn.com)