



Join a Thriving, Physician-Led GI Practice

Are you an experienced healthcare professional looking for a rewarding opportunity in a growing, privately owned gastroenterology practice—not hospital-owned—where your attention to detail, organizational skills, and commitment to exceptional patient care are truly valued? Our large, well-established GI practice operates multiple clinical offices, state-of-the-art endoscopy centers, and an in-house pathology lab throughout the Upstate, all dedicated to delivering high-quality, compassionate patient care. We are seeking a dedicated Admissions Coordinator to join our endoscopy center team. This role is ideal for an organized, patient-focused individual who thrives in a fast-paced healthcare environment and enjoys creating a positive experience for patients from the moment they arrive. The Admissions Coordinator is responsible for welcoming patients, completing registration and admission processes, verifying information, coordinating communication between departments, and ensuring a smooth and efficient patient flow throughout the visit.

The ideal candidate is detail-oriented, dependable, and able to manage multiple priorities while maintaining professionalism and compassion. Strong communication skills, excellent customer service, accuracy with patient information, and the ability to work collaboratively with physicians, nurses, and administrative staff are essential.

We are seeking a dedicated individual who will actively support our providers and align with our Mission, Vision, and Values, ensuring every patient receives compassionate, high-quality care.

Our Comprehensive Benefits Package Includes:

- **Medical, Dental, Vision, Life, and Disability Insurance**
- **HSA and FSA options**
- **Competitive retirement plan** with 401(k) and Roth options, **3% employer match**, plus annual discretionary employer contributions
- **Generous PTO program:**
 - 3 weeks your first year
 - 4 weeks after one year
 - 5 weeks after five years
 - 6 weeks after ten years
- **8 paid holidays** (no PTO usage required)
- **\$250 annual uniform allowance**

If you are looking for a long-term career with a respected GI practice that values both excellence in patient care and employee well-being, we would love to meet you.

Job Description

Job Title: Admissions Coordinator
Department: Endoscopy Center
Reports To: Director of Endoscopy Services
FLSA Status: Non-exempt
Updated On: March 24, 2026

Job Summary

Open and prepare the center to see patients, efficiently interview patients and input their information into the computer, answer all questions from the patient or locate someone who can answer the question, prepare charts for the day, answer phone calls, and treat patients and others with respect and compassion.

Essential Duties and Responsibilities

Include the following:

- Open the facility each morning by unlocking designated building and GEC doors; ensure the waiting area is clean, stocked (e.g., magazines), properly lit, and set to appropriate temperature, TV, and radio settings; resolve any deficiencies promptly.
- Monitor the waiting area throughout the day and before closing, addressing cleanliness, comfort, and environment issues as needed.
- Print and distribute the daily schedule in a timely, organized manner to prep, recovery, procedure rooms, scope cleaning room, and procedure hallway nurses' station.
- Greet patients warmly and professionally; verify and scan insurance cards, confirm demographic and contact information, and update records in the system.
- Obtain and review informed consent, ensuring patient understanding; escalate concerns to the Director of Endoscopy Services or designee as needed.
- Complete pre-operative questionnaires accurately and thoroughly at the interview desk.
- Coordinate patient flow by notifying prep nurses when patients are ready and communicating delays to patients and families.
- Report significant concerns (e.g., signs of abuse, mental health issues, medication concerns) to appropriate leadership or staff.
- Prepare charts for same-day work-in patients and maintain printed charts for scheduled patients one week in advance for both locations.
- Notify appropriate staff of cancellations, additions, or changes in patient arrival times; review next-day schedules to confirm follow-up appointments.
- Answer incoming calls, provide general information, and conduct pre-procedure calls two days in advance to confirm appointments and address questions.
- Respond to billing inquiries or direct patients to appropriate billing contacts.
- Compile, enter, and submit quarterly patient satisfaction data to the Director of Nursing.
- Maintain adequate office supplies (e.g., paper, toner, fax sheets) and report equipment issues.
- Interact professionally with physicians, patients, and staff; follow through on inquiries and support team members with daily and end-of-day tasks.
- Assist with accreditation activities, attend computer training, retrieve and distribute mail, and complete bulk copying tasks.
- Perform other duties as assigned.

Required Skills/Abilities

- Communicates effectively with nursing and clinical staff.
- Maintains professionalism and confidentiality at all times.
- Ability to work under stress.
- Must be dependable, punctual, and capable of handling confidential patient information with discretion and professionalism.
- Ability to maintain a friendly and professional demeanor as this position involves direct interaction with patients on a daily basis, which can be demanding at times.

Education and/or Experience

- A high school diploma or equivalent is required.
- Previous experience in a medical office is desirable, particularly with scheduling, patient registration, billing procedures, and data entry.
- Must have basic computer skills and the ability to quickly learn and use the software programs utilized by the practice.
- Keeps BLS certification current.

Physical Requirements

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Prolonged periods of moderate periods of sitting, walking, use of hands and arms, and standing.
- Required to sit and talk or hear.
- Assist in transferring, lifting or repositioning patients that can weigh up to 350 pounds as necessary.
- Moving stretchers with or without a patient in it and lifting and/or moving up to 25 pounds.
- Must be able to access and navigate each department, and practice and endoscopy center locations.

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee Name

Date

Signature