

**Patient Navigator, Clinic Operations**  
**University at Buffalo, The State University of New York**

Direct Link: <https://www.AcademicKeys.com/r?job=247105>

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Posted Oct. 15, 2024, set to expire Aug. 4, 2025

<b>Job Title</b>	Patient Navigator, Clinic Operations
<b>Department</b>	Clinic Operations
<b>Institution</b>	University at Buffalo, The State University of New York Buffalo, New York
<b>Date Posted</b>	Oct. 15, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Health Services
<b>Job Website</b>	<a href="https://www.ubjobs.buffalo.edu/postings/53452">https://www.ubjobs.buffalo.edu/postings/53452</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

The [School of Dental Medicine](#) at the University at Buffalo is seeking applications for a **Patient Navigator**.

**Job responsibilities include:**

- Provide patient education on clinical activities and the coordination of appointments
- Coordinate training with students, residents and fellows
- Develop and maintain the schedule of the students, residents, fellows and supervising faculty
- Maintain Clinic scheduler books, to include work schedules and Clinic Time Exceptions and modify as needed
- Schedule for the Clinics as needed
- Assign patients to students, residents and fellows
- Manage forms, referrals, screening, cancellations and reschedules as needed

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- Create new patient records
- Assist with insurance/financial approvals
- Assist with coordinating activities, traffic and organization in the clinic
- Mail patient correspondences and answer telephone calls/questions from all patients interested in or receiving treatment
- Support program/tier director efforts
- Assist with the scanning of documentation and running/printing of reports in the electronic medical records
- Conduct administrative/operational tasks
- Perform other tasks assigned by clinical operational leadership as needed

**Work Hours:** Monday - Friday 8:30 a.m. - 5:00 p.m.

### **Outstanding Benefits Package**

Working at UBF comes with benefits that exceed salary alone. There are personal rewards including comprehensive health and retirement plan options. We also focus on creating and sustaining a healthy mix of work, personal and academic pursuit - all in an effort to support your work-life effectiveness. Visit our UBF benefits website to learn about our [benefit packages](#).

### **About The University at Buffalo**

The University at Buffalo (UB) #ubuffalo is one of America's leading public research universities and a flagship of the State University of New York system, recognized for our excellence and our impact. UB is a premier, research-intensive public university dedicated to academic excellence. Our research, creative activity and people positively impact the world. Like the city we call home, UB is distinguished by a culture of resilient optimism, resourceful thinking and pragmatic dreaming that enables us to reach others every day. Visit our website to learn more about the [University at Buffalo](#).

University at Buffalo is an affirmative action/equal opportunity employer and, in keeping with our commitment, welcomes all to apply including veterans and individuals with disabilities.

### **Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

### **Contact**



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