

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

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

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

Apply By Email

Job Description

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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