

JOB DESCRIPTION

BREAST CARE COORDINATOR

Goal: To provide support to patients undergoing breast imaging and additional diagnostic follow-up. Assist radiologists as patients are guided through this process.

Specific Job Skills:

- Strong interpersonal skills
- Strong oral and written communication skills
- Strong clinical knowledge (breast health, medications, etc)
- Strong ability to multi-task, be flexible in thinking and in performing tasks
- Strong knowledge of and ability to perform sterile procedures
- Possess ARNP prescriptive authority

Primary Duties and Responsibilities:

- Meet with patients, explain procedures, answer questions, interpret results
- Arrange and coordinate patient appointments for procedures (stereo biopsies, mammogram wire localizations, US aspirations, core biopsies, and wire localizations, MRI biopsies), for US post MRI studies, and for consultations with specialists, keeping PCP informed of findings, recommendations, and included in the plan.
- Obtain brief medical histories from patients who are scheduled for procedures, being alert to conditions that may affect patient's ability to physically or emotionally tolerate the procedure. Inform leads, techs, & radiologists of special circumstances such as a patient who takes anticoagulant medications or who is highly anxious
- Perform galactograms and sentinel node injections according to protocols developed by the breast care coordinator and approved by the Director of the Breast Care Center
- Know key _____ staff available to help patients with financial and emotional support. Arrange for patients to meet with these resource people if needed
- Consult providers for plan when a patient takes anticoagulant medication and needs a biopsy. Coordinate ordering of lab studies (PT, INR) just prior to scheduled day of biopsy
- For patients from other facilities, needing our care:
 - See that outside films, CDs, and reports arrive for our radiologists to review
 - After plan is presented to provider and patient, arrange appointments. These may include mammogram, US, MRI, surgical and/or radiation oncology appointments.
 - Escort new out of town patients coming into _____ for breast studies, biopsies, and consultation appointments. (We have been told by patients that this helps to decrease their anxiety in a facility new to them).

- Meet with/phone other departments, such as MRI, to ensure appropriate scheduling of patients for MRI, consult appointments, etc.
- Make follow up phone calls to patients the morning after their procedure to inquire about status, ask specific questions to learn appearance of site, signs of infection and hematoma, level of pain, etc. Arrange post op appointments here, when appropriate. Assess, consult radiologist, write Rx antibiotic if indicated.
- Clearly interpret breast studies and pathology reports to patients. Relate findings with chief complaint, prior studies, symptoms, etc.
- Answer numerous phone calls from patients and provider offices regarding questions related mammogram, US, MRI, and pathology reports. Clearly explain radiologist recommendations.
- Understand how scheduling patients can impact workload of techs and MDs. Keep leads and radiologists informed of add-on patients to ensure patient flow
- Become a resource to other departments, such as scheduling, to assist them in providing patients with ultimate care possible.