

Job Title: **HOSPITAL COORDINATOR**

Basic Function: Assist Health Care member/patient on their hospital needs specially

On emergency cases.

Reports to: Information Officer

Minimum Qualifications: College graduate, computer literate and know how to drive

Specific Responsibilities:

- Immediate resolved: refers/elevates complaints to higher authority to appropriate action, if necessary.
- Bridge clients and hospital officers and/or staff when required.
- Accepts applicants, take picture and send to Head Office for the ID processing
- Releases HealthCare ID to the member.