



CLINIC COORDINATOR-JOB DESCRIPTION

JOB TITLE:	Clinic Coordinator
REPORTS TO:	Clinic Manager
JOB OVERVIEW:	The Clinic Coordinator manages front desk operations, including scheduling, patient check-in and check-out, communication coordination, and maintaining accurate patient records. This position also plays a key role in patient education and retail support, assisting with skincare product guidance and contributing to overall clinic services. This role serves as the primary point of contact for patients and provides essential administrative and team support to ensure efficient, high-quality care.
RESPONSIBILITIES AND DUTIES:	<ul style="list-style-type: none"> • Provide friendly, professional, and confidential interactions with patients, vendors, and guests • Answer phones and emails promptly; triage inquiries to appropriate team members • Communicate non-clinical information to patients and relay clinical questions to providers • Schedule, confirm, and prepare patient appointments and e-charts • Greet patients, verify information, and confirm visit details • Perform check-in/check-out duties, including payments, documentation, and patient photos • Maintain patient confidentiality and safeguard medical records • Assist with skincare and makeup product education and sales • Support opening and closing procedures per SOP checklists • Assist with billing-related questions (e.g., coupons, discounts) • Maintain a working knowledge of clinic services to answer patient questions • Assist with events and attend training as requested (may include evenings/weekends) • Support inventory organization and tracking as needed
QUALIFICATIONS AND ABILITIES:	At least 1 year of front desk/customer service/coordinator experience in a fast-paced clinical or aesthetic setting.
SCHEDULE:	32-40 hours/week, 4-day work week
WAGES:	\$18-\$20/hour starting based on prior experience 6-month probationary period with potential increase thereafter
BENEFITS AND PERKS:	Paid vacation/holiday/sick/personal time Health insurance stipend Wellness stipend 401K with 4% match + fully vested at onset Profit sharing bonuses Uniform reimbursement Treatments/products fringe benefits