

Patient Coordinator

About

Sankalp India Foundation is a Non-Profit Organisation based in Bangalore working in the field of blood transfusion medicine and Thalassemia Care. The organisation has built a network of centres to offer care and management to the children suffering from thalassemia major – a genetic disorder. In Mumbai, the organisation has partnered with a reputed hospital to offer Bone Marrow Transplantation to the children who are in need of it. The organisation is looking for a passionate person with good communication and problem solving skills to be the patient coordinator for this program.

Responsibilities

1. Act as the primary contact point for all patients
2. Prepare the requests for financial assistance from the families along with supporting documents.
3. Prepare and make submissions to various grant making organisations on behalf of the patients.
4. Ensure that the appointments for the preparation and follow-ups are scheduled and managed.
5. Coordinate with the administration of the hospital to ensure that all the patients are given due care.
6. Keep the online system for tracking the progress of these children updated.
7. Identify and resolve day to day issues related to the project.
8. Take feedback from the families and act as the primary support for them.
9. Travel across the state when needed to facilitate patient enrolment and follow-up.
10. Report to the organisation on the overall progress of the project.
11. Participate in the meetings and training programs.

Requirements

1. Good communication skills in Hindi, English and Marathi.
2. Comfortable working with computer and internet.
3. Willing to travel within Mumbai on a day to day basis and occasionally out of the city.
4. Willing to take responsibility, identify and solve problems.

Type: Full Time

Location: Mumbai. Candidate should be open to travel within and outside the city.

Reports to: Project In-charge, Sankalp Program for Thalassemia Cure