

Job Title: Medical Clearance Specialist

Employment Type: Full-time

Schedule: Monday to Friday

Location: Remote (Initial training on-site in Homewood, AL)

Potential Travel: Up to 25%

Job Description:

At Birmingham Gastroenterology, the Medical Clearance Specialist plays a critical role in coordinating, obtaining, and verifying cardiac documentation to ensure patients are safely cleared for procedures. This position requires strong medical and cardiac knowledge, attention to detail, and the ability to work independently in a fast-paced environment. This role is responsible for contacting primary care providers and cardiologists, tracking outstanding records, and collaborating with both external offices and internal staff to ensure all clearance paperwork is received and filed before scheduled procedures. Timely, accurate clearance is essential to patient safety. The ideal candidate understands the impact of delays on care and takes ownership of the process with urgency and accountability.

A **cardiac background, LPN license, and minimum of five years of relevant experience** are required, along with a proven ability to manage multiple time-sensitive tasks in a high-volume setting.

Key Responsibilities:

- Coordinate with primary care providers and cardiologists to obtain cardiac clearance documentation for upcoming procedures
- Track the status of all pending clearances and follow up regularly to ensure documentation is received and complete
- Ensure all clearance letters are current (within 90 days) and filed accurately in the patient's chart prior to the scheduled procedure
- Communicate professionally with outside offices and internal staff, including medical assistants, to ensure timely and accurate clearance processing
- Monitor and manage daily clearance-related messages in accordance with internal cardiac clearance protocols
- Escalate missing or delayed documentation as needed to prevent disruptions to the procedure schedule
- Log into the medical phone triage queue once primary duties are complete
- Maintain strict compliance with HIPAA, OSHA, and organizational policies at all times
- Respond promptly to internal communications and emails to support seamless workflow
- Provide cross-coverage for the Prep Specialist and Input Manager roles when assigned
- Participate in ongoing training and continuing education provided by the practice
- Assist other departments as needed and contribute to a collaborative team environment
- Occasionally travel to offsite locations to support practice operations

Qualifications:

- Associate's degree – Required
- Minimum 5 years of cardiac-related experience – Required
- LPN – Required
- Experience in a fast-paced, multi-provider medical setting – Required
- Strong organizational skills with high accuracy in documentation and task management – Required
- Ability to work independently in a remote environment – Required
- Excellent communication skills (written, phone, and in-person) – Required
- Proficiency in EHR systems (AllScripts preferred) and Microsoft Office – Required
- Typing speed of 35–60 wpm and strong data entry skills – Preferred
- Positive attitude, strong work ethic, and a patient-first mindset – Absolutely required

Benefits:

- 401(k) with match after one year
- Health, dental, and vision insurance
- Paid time off
- Supportive team environment with opportunities for growth