AUBURN
Human Resources

Coord I, Athlete Medical Care

Job Description

JOB INFORMATION

Job Code	BB12A
Job Description Title	Coord I, Athlete Medical Care
Pay Grade	HW03
Range Minimum	$33,800
33rd %	$37,750
Range Midpoint	$39,720
67th %	$41,690
Range Maximum	$45,640
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	11/11/2010

JOB FAMILY AND FUNCTION

Job Family:	Health & Wellness
Job Function:	Case Management

JOB SUMMARY

Coordinates student athlete insurance coverage, medical care referrals and medical care instructions with the medical community and insurance carriers.

RESPONSIBILITIES

- Coordinates insurance claim processing for student athletes, answers questions regarding insurance coverage and resolves insurance claim problems.
- Coordinates medical care with physicians to ensure student athletes receive quick referrals when needed, and to ensure all pre-certification procedures are properly completed.
- Provides case management and follow-up of injured or sick athletes assessing recovery progress and coordinating care.
- Coordinates individual treatment plans between the medical community and the university athletic department.
- Ensures all student athletes have proper insurance coverage.
- Processes and ensures records are up to date for any change in life status that could effect insurance coverage.
- Coordinates care under the catastrophic management program.
- Develops, analyzes and presents reports on insurance utilization, claims, costs, etc.
- Complies with all applicable National Collegiate Athletic Association (NCAA) and Southeastern Conference (SEC) regulations in the performance of job duties.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum

requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Bachelor's Degree	Degree in Athletic Training, Exercise Science or related field.	and	0 years of	Experience in providing case management related to the assessment and treatment of athletic injuries and illnesses	

Substitutions Allowed for Experience	Yes
Substitution allowed for Experience: When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
None Required.				

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing				X		
Walking				X		
Sitting			X			
Lifting	X					
Climbing			X			
Stooping/ Kneeling/ Crouching			X			
Reaching				X		
Talking					X	
Hearing				X		
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise		X			
Hazards		X			

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Vision Requirements:
Ability to see information in print and/or electronically.