

JOB INFORMATION

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|-------------------------|--------------------------------|
| Job Code | BB12B |
| Job Description Title | Coord II, Athlete Medical Care |
| Pay Grade | HW05 |
| Range Minimum | \$36,060 |
| 33rd % | \$40,870 |
| Range Midpoint | \$43,270 |
| 67th % | \$45,670 |
| Range Maximum | \$50,480 |
| Exemption Status | Exempt |
| Approved Date: | 1/1/1900 12:00:00 AM |
| Legacy Date Last Edited | 11/11/2010 |

JOB FAMILY AND FUNCTION

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|---------------|-------------------|
| 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.

SUPERVISORY RESPONSIBILITIES

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|----------------------------|---|
| Supervisory Responsibility | May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees. |
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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 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 | 2 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 KNOWLEDGE, SKILLS, & ABILITIES

Knows and applies fundamental concepts, practices, and procedures of particular field of specialization, with awareness of related fields.

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 | | | |

WORKING ENVIRONMENT

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

Vision Requirements:

Ability to see information in print and/or electronically.