



**JOB INFORMATION**

Job Code	BB12B
Job Description Title	Coord II, Athlete Medical Care
Pay Grade	HW05
Range Minimum	\$37,140
33rd %	\$42,090
Range Midpoint	\$44,570
67th %	\$47,040
Range Maximum	\$52,000
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 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			

# WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Humidity		X			
Wet		X			
Noise		X			
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

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