



## Why Join Us?

For us, what matters most is excellence. We are caring professionals, people who live, work and dedicate themselves to the communities of Central New Jersey. As such, we strive to provide a sanctuary of excellence, precision, thoroughness and genuine compassion. We also take a whole-person approach to patient care and treatment, tailoring all that we do around their unique needs. And we do all we can for patients, going the extra mile to see that they're supported, informed and getting the one-on-one care and service they deserve.

### Job Description:

The Patient Navigator serves as a single point of contact at an Oncology practice for physicians, patients, and caregivers. The Patient Navigator is responsible for coordinating all aspects of patient care and provides guidance and information throughout the experience with compassion in order to achieve optimal quality of care outcomes. Responsibilities include but not limited to:

- Act as liaison with clinical and administrative staff as well as other practices to ensure the upmost quality of care.
- Review physicians Inbox sections as needed on a daily basis ensuring all tasks are addressed. Assess any urgent/critical issues/messages that need to be communicated to MD and contact patients in an effort to obtain pertinent information, as needed.
- Obtain records from other facilities including lab results, previous radiology, consults, etc.
- Review daily schedules for new patients ensuring completion of required documentation and information as well as coordinate care for hospital discharged patients & oncology/hematology patients.
- Interact with numerous oncology and hematology patients to provide specialized coordinated care.
- Coordinate care on behalf of patient and providers to ensure patients receive their treatment in a timely manner by tracking orders and ensuring patients are scheduled for their tests/procedures.
- Coordinate advanced laboratory orders (e.g., molecular and genetics lab /pathology orders).
- Assist in various quality improvement projects as needed.

### Requirements

- LPN License and CPR Certification required
- Administrative and/or triage experience required
- Medical knowledge required; Oncology experience preferred
- Excellent oral and written communication skills
- Experience in documenting in EMR systems
- MS office proficiency

Note: Incumbent must be able to travel to all our central jersey office sites.

**EAST BRUNSWICK** Brier Hill Court, Building J2 | East Brunswick, NJ 08816 | **Fax:** (732) 390-7725

**EDISON** 34-36 Progress Street, Suite B-2 | Edison, NJ 08820 | **Fax:** (908) 757-9721

**MONROE** 9 Centre Drive, Suite 100 | Monroe Township, NJ 08831 | **Fax:** (609) 395-7955

**ROBBINSVILLE** 1 Union Street, Suite 205 | Robbinsville, NJ 08691 | **Fax:** (609) 934-4140

**SOMERSET** 75 Veronica Avenue, Suite 201 | Somerset, NJ 08873 | **Fax:** (732) 249-5633

**SOMERVILLE** Steeplechase Cancer Center | 30 Rehill Avenue | Somerville, NJ 08876 | **Fax:** (908) 927-8706