

Job Title: Rehab Patient Care Coordinator
Department: Physical Therapy/Chiropractic Services
Reports To: Physical Therapist Lead
FLSA Status: Non-Exempt

Position Summary:

The Rehab Patient Care Coordinator supports the physical therapy and chiropractic teams in delivering safe, effective, and efficient patient care in an outpatient rehab setting. This role assists with treatment preparation, basic therapeutic support under supervision, patient flow, and overall clinical operations. The Rehab Patient Care Coordinator plays an essential role in maintaining a clean, organized, and well-functioning treatment environment while ensuring compliance with all Minnesota and federal healthcare regulations, as directed by their licensed chiropractors, physical therapists and physical therapy assistants.

Essential Duties & Responsibilities:

Patient Support

- Assist in preparing patients for therapy & chiropractic sessions as directed by the Chiropractors, Physical Therapists or PTAs.
- Escort patients to and from treatment areas.
- Provide a friendly, safe and clean environment.

Clinical Support

- Prepare treatment areas for the chiropractic and physical therapy teams as directed.
- Clean, sanitize, and organize therapy equipment per weekly schedule.
- Clean & sanitize treatment rooms and tables following each use.
- When modality training is complete and signed off on, support therapists and chiropractors with set-up for ART, EMS, traction, US, and taping as directed and under supervision.
- Monitor and restock linens, towels, and treatment supplies.

Rehab Team Support

- Assist with patient scheduling (those that are trained), flow, and transport within the clinic.
- Communicate patient needs or concerns to the treating chiropractor, physical therapist, PT and/or team.
- Support clinic efficiency by ensuring timely room/treatment turnover and readiness.

Clerical & Administrative Support

- Assist with basic documentation tasks in the EMR as directed (vitals).
- Stock patient materials such as exercise handouts, exercise folders and education materials.
- Assist with inventory tracking and ordering of therapy supplies (US lotion, T-shirts, electrodes, massage lotion, etc).

Required Qualifications:

- High school diploma or equivalent.
- Interest in healthcare, rehabilitation, physical therapy, and patient care; must be willing to physically touch patients.
- Prior experience in a clinical or healthcare setting is preferred.
- Ability to follow instructions and work under the supervision of licensed professionals.
- Strong interpersonal and communication skills.
- Basic computer and EMR skills preferred.

Compliance and Standards:

- Adheres to HIPAA, OSHA, MDH, and all applicable federal and state healthcare regulations.
- Follows clinic policies and procedures, including infection control and workplace safety.
- Maintains professionalism, privacy, and appropriate behavior at all times.
Completes required safety and compliance training.

Physical Requirements:

- Frequent standing, walking, bending, squatting, and reaching.
- Ability to lift, carry, or move up to 40–50 lbs with assistance as needed.
- Ability to assist patients with mobility and positioning.
- Ability to work in a physically active environment for extended periods.

Acknowledgment and Signatures:

I acknowledge that I have received, reviewed, and understand the job description for the Rehabilitation Assistant position. I understand that this job description outlines the general nature and level of work to be performed and is not intended to be an exhaustive list of all responsibilities, duties, and skills required.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____