

UW HEALTH JOB DESCRIPTION

GENETIC TEST COORDINATOR

Job Code: 780011	FLSA Status: Non-exempt	Mgt. Approval: L. Kearney	Date: March 2024
Department: Precision Health		HR Approval: M. Grayson	Date: March 2024

JOB SUMMARY

The Genetic Test Coordinator is part of the Genomic Navigation Program in the Precision Health Department and supports the best delivery of care to UW Health patients and families receiving genetic testing. The Genetic Test Coordinator contributes to the management of diverse aspects of genetic testing across the health system, helping to integrate genetic testing into coordination of patient care and to streamline genetic testing operations.

The Genetic Test Coordinator is responsible for assisting providers, staff, and genetic counselors with the coordination of genetic testing. This coordination includes collecting, consolidating, and delivering medical records and clinical information needed by genetic testing laboratories; assisting with entering patient and clinical information into laboratory portals, providing patient information to prior authorization specialists in the laboratory, tracking progress with testing ordering from patient reminders to results notification, assisting providers, staff, and genetic counselors with results delivery, and entering test results into the electronic health record. Additional responsibilities include assisting the Genomic Navigator Program with the creation of educational materials, presentations, research projects as well as participating in team meetings and performance/quality improvement projects.

MAJOR RESPONSIBILITIES

- Assist providers and genetic counselors with coordinating genetic testing for patients and family members.
- Monitor commercial laboratories' genetic testing menus and their accompanying test-ordering operations, insurance coverage, and financial assistance programs.
- Support the laboratory's prior authorization specialists by obtaining/abstracting the required clinical records and information.
- Assist and collaborate with laboratory personnel and leadership to develop and implement genetic testing policies.
- Assist with researching insurance coverage for genetic testing for patients.
- Prepare letters of medical necessity with guidance from genetic counselors and providers.
- Provide providers, staff, patients, and families updates about insurance authorizations, decisions, and status of testing.
- Assist genetic counselors and providers with communication to patients about testing results.
- Facilitate genetic test results getting into electronic health record.
- Enter genetic test results into appropriate research databases as needed.
- Assist with development and implementation of informatics' policies and protocols to integrate genetic test ordering tracking, and results recording.
- Assist providers, genetic counselors, and institutional payer advocates to influence payers' genetic testing coverage policies.
- Compose and prepare correspondence, newsletters, presentations, and additional materials as needed.

ALL DUTIES AND REQUIREMENTS MUST BE PERFORMED CONSISTENT WITH THE UW HEALTH PERFORMANCE STANDARDS.

JOB REQUIREMENTS

Education	Minimum	1-2 years post high school education
	Preferred	Bachelor's degree in a biological/health science or an equivalent combination of education
Work Experience	Minimum	None
	Preferred	2 years clinical experience in a genetics specialty clinic
Licenses & Certifications	Minimum	None
	Preferred	
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> • Excellent verbal and written communication skills • Excellent computer skills. Experience with word processing, database, and spreadsheet software programs. • Ability to establish and maintain effective working relationships with coworkers, department administrative staff, interdepartmental contacts, and the public.

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	<ul style="list-style-type: none"> Ability to plan and organize the workflow in a busy office/unit environment and be self-directed and work with minimal supervision. Ability to be flexible in response to changing demands. Ability to handle a high volume of work under pressure. Resourceful in problem solving, initiative, and good judgment. 		
AGE SPECIFIC COMPETENCY (Clinical jobs only)			
Identify age-specific competencies for direct and indirect patient care providers who regularly assess, manage and treat patients.			
Instructions: Indicate the age groups of patients served either by direct or indirect patient care by checking the appropriate boxes below. Next,			
X	Infants (Birth – 11 months)	X	Adolescent (13 – 19 years)
X	Toddlers (1 – 3 years)	X	Young Adult (20 – 40 years)
X	Preschool (4 – 5 years)	X	Middle Adult (41 – 65 years)
X	School Age (6 – 12 years)	X	Older Adult (Over 65 years)
JOB FUNCTIONS			
Review the employee's job description and identify each essential function that is performed differently based on the age group of the patient.			
PHYSICAL REQUIREMENTS			
Indicate the appropriate physical requirements of this job in the course of a shift. <i>Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.</i>			
Physical Demand Level		Occasional Up to 33% of the time	Frequent 34%-66% of the time
		Constant 67%-100% of the time	
X	Sedentary: Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as docket, ledgers and small tools. Although a sedentary job is defined as one, which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally and other sedentary criteria are met.	Up to 10#	Negligible
	Light: Ability to lift up to 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds. Even though the weight lifted may only be a negligible amount, a job is in this category when it requires walking or standing to a significant degree.	Up to 20#	Up to 10# or requires significant walking or standing, or requires pushing/pulling of arm/leg controls
	Medium: Ability to lift up to 50 pounds maximum with frequent lifting and/or carrying objects weighing up to 25 pounds.	20-50#	10-25#
	Heavy: Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.	50-100#	25-50#
	Very Heavy: Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	Over 100#	Over 50#
Other - list any other physical requirements or bona fide occupational qualifications not indicated above:			

Note: The purpose of this document is to describe the general nature and level of work performed by personnel so classified; it is not intended to serve as an inclusive list of all responsibilities associated with this position.