



**FOUNDATION FOR MEDICAL CARE  
OF TULARE & KINGS COUNTIES, INC.**

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Foundation for Medical Care is seeking a full time Population Health Navigator who will perform various functions within our Quality department. You are the primary contact between Key Medical Group and the medical practice supporting Quality and Risk activities. Primary responsibilities include, but not limited to supporting all efforts towards Healthcare Effectiveness Data and Information Set (HEDIS), and Medicare STARS achievement. Your work requires excellent critical thinking skills, attention to detail, and a collaborative spirit. You will take initiative and be able to employ independent judgment. Knowledge and compliance with HIPAA is required. Will report directly to the Program Manager of Quality & Risk, and will intersect with many levels of leadership, and a variety of departments.

**Essential Functions:**

- Provide embedded office support, including: scheduling, PAF (Patient Assessment Form) education, retrieving medical records in effort to close gaps in care, systems education, member intake, and assisting with orders for preventative screenings.
- Providing education to members and physician office staff.
- Patient and provider outreach calls, coordination of and participation in Health Fair events.
- Review and approve documentation submitted by providers to close preventative gaps in care.
- Identifies department quality gaps and trends, assists with prioritizing and recommending improvements.
- Initiate and facilitate member phone calls supporting Quality initiatives.
- Identify targeted measures improvement programs. Develop and manage member outreach campaigns from end-to-end.
- Track and trend through reporting the results of department efforts
- Work collaboratively with internal departments and external partners to maximize goals and objectives of the department.
- Creates and maintains operational workflows
- Provide cross-coverage to meet business needs. Performs administrative tasks, and other duties as assigned.

**Experience:**

- Strong organizational, written and oral communication skills. Be able to convey complex information in a concise manner
- Ability to see projects through from end-to-end in both independent and collaborative methods
- EMR experience preferred. eClinicalWorks, Cerner or Allscripts
- Must be proficient in MS Office programs: Word, Excel and Outlook. Must be able to demonstrate and utilize formulas, pivot tables, and charts in MS Excel

- Must be able to prioritize tasks to meet deadlines, sharp organization skills, detail oriented, highly motivated

Education/Certification(s):

- High School Diploma or GED
- 3-5 years' experience in a healthcare related field. IPA or Managed Care experience preferred
- Certified Medical Assistant or equivalent work experience preferred

We offer a competitive compensation package, benefits package and a pleasant work environment. Our current benefit package includes, employer provided health insurance (medical, dental and vision), 401K, Life Insurance, Flexible Spending Account (medical and daycare), vacation, sick and holidays.

Job Type: Full-time

Pay: \$17.00 - \$18.00 per hour

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