

# Screening Genetic Navigator

## Experience and Education

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High school diploma or equivalent and one (1) to two (2) years health care experience required.

## Job Duties

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- Screens patient records using clinical criteria to identify patients who qualify for genetic services and/or high risk cancer screening.
- Contact patients to offer genetic counseling appointments and/or high risk cancer screening services.
- Provides brief description of genetic counseling and testing and/or high-risk screening rationale and benefit to patients during patient contact
- Increases uptake of patient appointments by: 1. identifying patient barriers; 2. addressing patient barriers by identifying resources when possible; 4. helping patients complete pre-appointment forms/documentation.
- Schedule patients for appointments in electronic medical record system and send patient appointment information by mail or electronically
- Track and record patient data in database
- Performs other duties as assigned