

**BERRIEN COUNTY
HEALTH DEPARTMENT**

JOB POSTING

Annual Salary \$36,001 - \$40,501 to start

Full Time; 37.5 Hours/Week

Grade 6

Job Title- Medical Assistant

GENERAL SUMMARY:

Under guidance of the Clinical and Community Health Services Coordinator or Supervisor, performs administrative support, front desk duties and clinical duties. Assists in preparing rooms for patient exams, recording patient medical history and providing excellent customer service.

TYPICAL DUTIES:

1. Schedules client appointments in a variety of clinical areas using electronic medical records.
2. Conducts client intake, verifies insurance coverage and eligibility, reviews outstanding client balances, and checks clients out including requesting payment for services rendered.
3. Enters client payments in electronic finance system, oversees client demographics, organizes medical record, completes visit estimates and pre- registers clients.
4. Maintains Electronic Medical Records for clients utilizing clinical services. Secures patient information and maintains patient confidence by completing the safeguarding of medical records, ensuring HIPAA compliance.
5. Escorts patients to exam rooms, interviews patients, measures vital signs, including weight, blood pressure, pulse, and documents all information in patient's chart.
6. Assists Nurse Practitioner with clinical visits /evaluations.
7. Disinfects, cleans rooms following patient examinations. Maintains safe, secure and healthy work environment by following established standards and procedures.
8. Keeps exam rooms stocked with adequate medical supplies. Properly disposes of contaminated supplies.
9. Maintain all logs and required checks (i.e. refrigerator temperatures, emergency medications, expired medications, etc.), reports equipment breakdowns as needed.
10. Performs point of care testing, blood draws and injections as directed.
11. Refers patients to other appropriate community services and resources within and outside the Health Department as needed.
12. Performs routine administrative duties including answering phones, greeting clients, etc.
13. Completes continuing education and expansion of job knowledge by participating in educational opportunities and professional publications.
14. Completes special projects and assignments as requested.

MINIMUM EDUCATION AND EXPERIENCE QUALIFICATIONS:

Education: Associate Degree in Health Care related field. Experience: One year experience in a healthcare setting.

OR

Education: High School Diploma

Experience: Three years' experience in a healthcare setting

SPECIAL REQUIREMENTS:

- Certification from an accredited medical office assisting or similar program.
- In times of a public health emergency, may be required to report for specialized assigned duties inside or outside of Berrien County.
- Regular, reliable and predictable attendance.
- Possession of a valid vehicle operator's license and a vehicle is required.
- Required to sit, walk, reach with hands and arms and occasionally lift 25-50 pounds.
- The physical demands described are representative of those that must be met by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

DESIRED SKILLS:

- Understanding of medical billing process.
- Well organized, with the ability to multitask and quickly move between tasks.
- Good verbal and written communication skills.
- Correct grammar, spelling and legible handwriting.
- Skills in answering the telephone in a pleasant and helpful manner and using a multi-line phone system.
- Able to read, understand, and follow written and oral instructions.
- Able to prioritize workload while remaining flexible.
- Understand the implications of new information for both current and future problem solving and decision-making.
- Ability to maintain records.
- Knowledge in the fields of medicine, anatomy and physiology, infectious disease, STD, HIV and family planning.
- Familiarity with community services in Berrien County.
- Experience working with diverse clients utilizing community services.
- Ability to work effectively as part of a team.
- Proficiency in Microsoft Office, Electronic Health Record documentation.

This description is intended to describe the type and level of work being performed by a person assigned to this job. It is not an exhaustive list of all duties and responsibilities required by a person so classified.

For application, contact:

Berrien County Personnel
701 Main Street
St. Joseph, Michigan 49085
(269) 982-8616

<http://www.berriencounty.org/581/Employment>

Berrien County is an Equal Opportunity Employer