

Position:	Clinical Care Coordinator (Medical Assistant)
Number of Openings:	Various Full-Time Openings
Location:	Various Location (Taylorsville, Midvale, Salt Lake City)
Salary Range:	\$17.28 to \$23.80 an hour

JOB SUMMARY:

The Clinical Care Coordinator is responsible to organize and support patient care. These responsibilities include coordination of the entire patient visit, which includes clinical skills, clerical skills and various aspects of record duties as to insure that all personnel operate as a team. May be responsible for specific duties as assigned to the needs of the team.

ROLE AND RESPONSIBILITIES

1. Performs routine Medical Assisting duties, including: assisting provider i.e.: tray set-ups, paps, pelvics, and minor surgeries, charting, patient care, vitals, EKGs, throat cultures, urinalysis, chemical and microscopic, KOII & Wet preps, pregnancy testing, phlebotomy, venipuncture, capillary collection, butterfly, syringe injections (intramuscular, intradermal, and subcutaneous).
2. Records all in-house labs in EMR and informs provider of result
3. Cleans & Stocks the inventory.
4. Conducts monthly inventory and weekly ordering of medical supplies.
5. Assists in lab maintenance including reconciliation of outstanding labs and DI's.
6. Assists in maintaining all clinic and patient records as directed.
7. If clinic accepts extern/intern Medical Assistants, assumes responsibility for clinic training following CLIA and OSHA guidelines.
8. Cleans work area and examining rooms after patients are gone.
9. Updates CLIA logs daily.
10. May be requested to answer incoming phone calls in a courteous manner and leave complete messages with appropriate clinic personnel.

11. Calls Health Care Organizations per Provider's instructions as part of coordination of care.
12. Resolves all telephone phone messages daily.
13. Registers patients in and out in an orderly and timely manner, assuring that all patient information is complete and accurate and patients are treated courteously. This includes updating eligibility of sliding scale, verification of insurance status and updating all patient information.
14. Performs new patient registration, including setting up new patient charts and determining eligibility for sliding scale; verify insurance status and updating all patient information.
15. Schedules and reschedules patient appointments.
16. Collects patient fees at time of service and safeguards all money kept in the clinic.
17. Checks accuracy of various forms (e.g. Diagnostic Imaging Vouchers, UCCP vouchers or Medicare Physicals), and collects appropriate fees if appropriate.
18. Performs end-of-day procedures, including balancing of the cash drawer, balancing with the EMR and drops money in safe at the end of their day/session.
19. Assists patients and interacts with the billing office on patient billing questions.
20. Manages the patient visit, particularly the patient flow, prioritization of care; and anticipates Provider's and patient's needs.
21. Manages Provider's daily schedules.
22. Attends monthly clinic and organizational meetings as requested.
23. Performs Medical Records duties when the need arises.
24. Performs other duties as assigned.
25. Translates as necessary (if bilingual).

QUALIFICATIONS AND EDUCATION REQUIREMENTS

1. Types 45wpm.
2. Can perform various aspects of Medical Records Clerk duties.
3. Completed Medical Assistant extern/intern training required for graduation of course.

Note: For internal training of Clinical Care Coordinators, CHC will accept a three month timeline in fulfilling all of the basic duties.

4. Must be able to pass CHC Competency as measured by initial and periodic competency assessments.
5. Must be knowledgeable in all clinical back lab skills, and front office duties.
6. Hepatitis B vaccine series, MMR, Influenza (if in season), and P.P.D if update within 3 months of hire date, if not already completed.
7. General office skills (filing, phone etiquette, etc.)
8. Ability to relate well with physicians and other clinic staff; must be able to work together as a team and communicate well with the public.
9. Bilingual capabilities (English - Spanish) preferred.
10. Must be able to read, write and speak English.
11. Ability to be sensitive to patient's needs, especially to diverse populations

ADDITIONAL NOTES

- Prolonged periods sitting at a desk and working on a computer.
- Prolonged periods of periods of standing and bending.
- Must be able to lift up to 15 pounds at times
- Typical setting is a clinical patient facing position
- Typical setting is in an office with moderate office noise level

To apply submit your cover letter and resume to jobs@chc-ut.org