



Non-Exempt
July 20, 2010

JOB ANNOUNCEMENT

- Position:** Medical Assistant / Front Office Clerk-Family Planning Program
- Reports to:** Project Coordinator
- Salary Range:** Starting salary based on experience, qualification, and budget.
(100 % time – 40 hours a week)

Position Purpose:

Under the supervision of Project Coordinator the Medical Assistant/ Front Office Clerk is responsible for eligibility screening of clients, reception area duties, responding to client questions and providing information to clients. This position will provide support throughout the various family planning clinic sites.

Principal Responsibilities:

1. Complete patient forms and elicit information for patient history.
2. Obtain specimens for diagnostic testing in accord with standardized protocols and procedures.
3. Complete initial patient assessment, triage, and taking vital signs in accord with standardized protocols and procedures.
4. Review charts for completion of necessary forms and directives.
5. Assist the medical staff during the exam.
6. Collect and input data for reporting purposes.
7. Makes appointments on the phone or in person.
8. Screens all clinic clients for eligibility.
9. Review medical charts for eligibility or re-certification.
10. Ensures that all patients have clinic ID card, HAP or Medi-Cal card and have signed a current General Consent Form.
11. Logs patient names on daily register and disposition on log sheet.
12. Fills out designated information on Certification Information Form.
13. Ensures that Medi-Cal card is photo copied and receipt attached to Encounter Form.
14. Clears charts and files forms, as appropriate.
15. Contacts Medical Records Department and/or pulls and files charts as necessary.
16. Assists other clerical staff in clearing charts and answering phones for clinic.
17. Fills out Chart Request List for obtaining records from Medical Records, as assigned.
18. Performs clerical duties as needed.
19. Registers clients electronically using e-healthcare System.
20. Other duties as assigned.

Requirements:

1. Graduate of an approved medical assistant program in the state of California.
2. CPR Certificate. Training may be provided.
3. Phlebotomy certificate.
4. Strong communication and organizational skills.
5. Two years medical office/clinic experience.
6. Bilingual (English/Spanish) preferred.

To apply, please fax or email resume or list of qualifications including the job code number to:

JWCH Institute, Inc.
1910 W. Sunset Boulevard, Suite 650
Los Angeles, CA 90026
Attn: Human Resources Department
Job Code: 324
Fax Number (213) 413-3443
E-Mail hresources@jwchinstitute.org

Closing date: Open until filled.
JWCH Institute, Inc, is an Equal Opportunity Employer (EOE).