



## **External Job Posting**

**Date:** July 22, 2024

**Job Title / Job Class:** Medical Assistant

**Status:** Full-Time, Classified, Hourly, Non-Exempt

**Hours:** 37.50 hours per week, Monday – Friday, with occasional evenings and weekends

**Pay Range:** \$17.66 - \$23.45 per hour, based on experience.

**Job Responsibilities:** Perform activities in order to facilitate clinic operations. Obtain intake information; discuss available services; obtain blood specimens; administer intradermal, subcutaneous, and intramuscular vaccinations and injections; and perform routine diagnostic tests. Set up and organize procedure trays, medications, and necessary supplies/materials. Prepare clients for procedures; explain examination(s); and alert staff of client readiness. Assist during examinations, perform injections under direction, and explain treatment procedures. Dispose of contaminated items, sterilize instruments, disinfect equipment and clinic room, and stock and reset clinic room. Complete lab forms; collect and prepare lab specimens; and prepare specimens to send to the lab. Serve as the clerk for on and off-site clinics. Greet, announce, and check-in clients; verify, update, and maintain client information; and distribute, collect, review, and process paperwork. Perform insurance eligibility checks. Collect and process fees/payments and issue receipts. Schedule appointments and make reminder calls. Accurately document and enter client data, direct care given, immunizations, and referrals made. Prepare daily schedule and paperwork for clinics. Assist with cleaning exam rooms and equipment and reviewing policies with clients. Assist with the billing for clinic services. Process and review insurance denials/rejections and clinic billing receivables; and contact insurance agencies to resolve issues. Reconcile payments received and electronic funds transfers. Generate, review, and analyze billing reports and research and resolve problems. Work with clients and payers to resolve questions related to billing. Provide general administrative support to the Nursing division including data entry; typing documents; preparing mass mailings; and copying, scanning, faxing, filing, and collating documents. Answer and return telephone calls; take/deliver messages; and transfer calls. Greet and announce non-clinic visitors and professionals. Answer general inquiries from clients, the public, and local healthcare providers. Maintain division and agency records and databases. Access, print, and provide immunization records to clients and/or parents. Send medical records to providers upon request; and request medical records from providers.

**Qualifications:** Must be organized, possess strong oral and written communication skills, excellent time management skills, and strong customer service skills. Ability to multitask in a busy setting, perform data entry with a high level of accuracy, and a strong attention to detail essential. Proficiency using computers and computer software required; with experience using an Electronic Medical Record (EMR) preferred. A High School diploma or equivalent required, ability to obtain a certification as a Medical Assistant within one year of hire, or current certification as a Medical Assistant. Currently CPR certified for adults, children, and infants or be willing to obtain certification within three (3) months of hire essential. Must be able to maintain required licensures and certifications. Ability to carry, move, or push files and/or packages up to 25 pounds unassisted and up to 50 pounds with assistance necessary. One (1) year of experience as a Certified Medical Assistant and the ability to perform venipuncture preferred. A valid Ohio Driver's License, valid auto liability insurance, the ability to maintain auto liability insurance, and the ability to maintain insurability under the County's vehicle insurance policy are beneficial.

**To Apply:** Resumes must be received by end of day July 29, 2024. Preference will be given to internal applicants.

- [humanresources@uchd.net](mailto:humanresources@uchd.net)
- Union County Health Department, Attn: Human Resources, 940 London Ave., Suite 1100, Marysville, OH 43040

The Union County Health Department is an Equal Opportunity Employer (EOE). Qualified applicants are considered for employment without regard to race, color, religion, ancestry, sex, veteran or military status, national origin, age, disability, genetic information, or other protected criteria.