



# Community Action Committee of Pike County

## Medical Records-Medical Assistant

**Position Overview:** Valley View Health Centers (VVHC) is a division of the Community Action Committee of Pike County. This position provides both clinical and administrative support to the providers of VVHC by increasing access to affordable, high quality integrated health care for all.

**Qualifications:**

- High school diploma or equivalent.
- Medical Assistant certification
- Demonstrated competency in Microsoft Office
- Demonstrated competency in Medical Terminology

**Preference:**

- Prior experience working in a clinical setting as a Medical assistant and administrative office work.

**Requirements:**

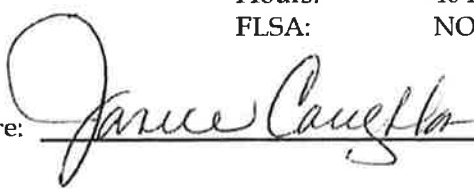
- Primary Source verification of licensure, registration, or certification
- Primary Source verification of education and training.
- Completion of a query of the National Practitioner's Data Bank (NPDB)
- Completion of a query of the Office of Inspector General (OIG)
- Verification of Health Fitness, including physical and mental health status and any impairments that may interfere with the safe and effective provision of care permitted under the requested clinical privileges of this position.
- Three (3) professional letters of recommendation.
- Current BLS/CPR certification.
- Proof of annual PPD (TB) test.
- Proof of Hepatitis B immunity, including a copy of shot record showing the Hep B series.
- Proof of most recent influenza vaccine

### **Deadline: Until Filled**

**Please complete our application and mail with resume and cover letter to 941 Market Street, Box 799, Piketon, Ohio 45661. Applications are available at [www.pikecac.org](http://www.pikecac.org) and at our office in Piketon.**

*The Community Action Committee of Pike County creates opportunities for individuals and families to reach their highest level of independence and self-sufficiency.*

**The Community Action Committee of Pike County is an Equal Opportunity Employer/Equal Provider of Services.**

Job Title:	Medical Records-Medical Assistant	Department:	Valley View Health Center
Job Level:	9	Hours:	40 Hours Weekly
Supervisor:	Director of Nursing	FLSA:	NON-Exempt
FTCA Status:	W2-OLCP		
Human Resources Director's Signature:			Date: 4-2/18
Employee Signature:	_____		Date: _____
Employee Printed Name:	_____		April 2018

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**Preference:**

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**Direct Patient Contact Requirements:**

- Primary Source verification of licensure, registration, or certification.
- Primary Source verification of education and training.
- Completion of a query of the National Practitioner's Data Bank (NPDB).
- Completion of a query of the Office of Inspector General (OIG).
- Verification of Health Fitness, including physical and mental health status and any impairments that may interfere with the safe and effective provision of care permitted under the requested clinical privileges of this position.
- Three (3) professional letters of recommendation.
- Current BLS/CPR certification.
- Proof of annual PPD (TB) test.
- Proof of Hepatitis B immunity, including a copy of shot record showing the Hep B series.
- Proof of most recent influenza vaccine.
- Standards of Conduct and Conflict of Interest self-declaration.
- Annual blood borne pathogen training.
- Annual HIPAA training.

**Additional Requirements:**

- Current valid driver's license.
- Proof of automobile insurance.
- Insurable under agency insurance policy.
- Reliable transportation.
- Compliance with VVHC's Employee Uniform/ Attire.

**Physical, Mental and Visual Abilities Required:**

- While performing the duties of this job, the employee is regularly to sit; use hand to finger, handle or feel objects, tools or controls; reach with hands and arms; and talk and hear. The employee is occasionally required to stand; walk; and stoop, kneel, crouch or crawl.

- The employee must regularly lift and /or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision.
- Work requires the ability to exchange information on factual matters, communicate in a variety of manners with patients and staff, and explain policies of the centers.
- Ability to apply commonsense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**Essential Job Functions:**

- Must be able to appropriately scan documents into EHR system.
- Comply with HIPPA standards and regulations, privacy, PHI.
- Must be able to appropriately retrieve documents in incoming /outgoing fax box and assign to the appropriate staff.
- Clinically works as part of a care team (Provider, nurse, and care coordination specialist, case manager) to develop care plans, close care gaps and develop quality indicators, referral management, prior authorizations, diagnostic testing, familiarity with insurance and billing submission, familiarity with front office registration and scheduling.
- Type, file, copy, fax and perform all other clerical duties as directed.
- Must establish and maintain collaborative working relationships with hospitals, long-term care facilities and other community health providers to ensure appropriate follow-up and continuity of care.
- Conduct daily review /tracking of all incoming medical records request.
- Responsible for providing tracking list to supervisor of all medical records documents for audits.
- Responsible for establishing a safe work environment and ensuring compliance with Safety Policies and Procedures.
- Attend meetings, conferences and training sessions related to the duties of this position and disseminate acquired information to appropriate individuals inside and outside the agency.
- Must be self-motivated. Ability to do multiple tasks at one given time.
- Ability to handle confidential information in professional in manner.
- Ability to communicate with the public in friendly, courteous, and pleasant manner.
- Work well with minimal supervision.
- Responsible, along with other staff, for keeping the health center, office areas, kitchen and supply areas clean and orderly.
- Assist with other duties as defined by assigned supervisor when other work is necessary to fulfill the obligations of the Valley View Health Centers and/or CAC.

**Accountabilities:**

- Accountable to the assigned supervisor for high standards of accuracy, attention to detail, and timely completion of work.
- Expectations include: a pleasant demeanor, a positive attitude, a willing spirit and team commitment. Must behave and act in ways between and among co-workers that is conducive to team work, cooperation and an overall effort to ensure a pleasant and positive work atmosphere. Must maintain a courteous, professional demeanor with patients and maintain a positive reflection of CAC and the Valley View Health Centers.

**Non-Essential Job Functions:**

- Committee assignments.
- Responsible, along with other staff, for keeping the health center, office areas, kitchen and supply areas clean and orderly.
- Assist with other duties as defined by assigned supervisor when other work is necessary to fulfill the obligations of the Valley View Health Centers and/or CAC.

**Other Skills/Abilities/Documentation**

- Knowledge of Community Action Program

This job description is not intended to be all-inclusive. Employee may perform other related duties as required to meet the ongoing needs of the organization.