

Little Traverse Bay Bands of Odawa Indians

7500 Odawa Circle Harbor Springs, MI 49740

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Job Posting

Job Title: OFFICE MANAGER
Department: Health
Reports To: Health Director
Status: Non-Exempt
Salary Range: \$12.54 – 16.96 per hour / (\$26,075 – \$35,278 annual)
Level: 3
Open Date: August 27, 2010
Closing Date: September 17, 2010

SUMMARY

The Office Manager for Health Administration ensures the offices of the Health Director and Medical Director run smoothly and efficiently by providing general clerical support and handling administrative business details. The Office Manager professionally represents Health Administration and supports the activities of the Health Department. Serve as the department Site Manager for the RPMS computer records system, assigns system access according to job requirements for all of the Health Department employees, and acts as the main Clinical Applications Coordinator for the Electronic Health Records Computer system.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Handles all medical information according to confidentiality policy and HIPPA Federal Legal Regulations.
- Provides clerical support to the Health Director and Medical Director.
- Read and route incoming mail, transcribes dictations.
- Compose and type routine correspondence proficiently.
- Organizes and maintains file systems, organizes staff meetings, and Health events.
- Attends meeting and takes concise notes or meeting minutes.
- Answers and screens Health Administration telephone calls.
- Arranges Health Department meetings and conference calls.
- Coordinates travel arrangements for Health Director and Medical Director in accordance with LTBB governmental policy.
- Orders and maintains department office supplies; arranges for equipment maintenance.

- Assists with audio visual presentations-power point
- Maintain files for all budget expenditures of Health Clinic and Administration.
- Maintains files for employees required annual HIPPA training, CPR, Infection control RPMS access level and emergency training ,TB testing and travel reports.
- Assists with Grant Management and compliance.
- Serve as Site Manager for RPMS computer records system and the main Clinical Applications Coordinator for the EHR computer system.
- Trains employees on new applications in the RPMS or EHR computer systems.
- Adds new drugs into the EHR and completes prescriptions in EHR program daily.
- Responsible for Backing up the computer system tapes daily
- Attends appropriate training as needed and required.

EDUCATION and/or EXPERIENCE

High School Diploma/GED required. Medical Assistant Certificate with Clerical course or three years related Medical office experience required. RPMS and EHR experience preferred.

SKILLS and ABILITIES:

Must possess strong computer skills and typing proficiency (Microsoft Professional Suite). Must be able to work independently. Must have excellent written, verbal, and interpersonal communication skills; must have problem solving and good organizational skills. Must be able to travel overnight as needed, and be willing to flex schedule as needed.

CERTIFICATES, LICENSES, REGISTRATIONS

Must have valid Michigan Drivers license and be insurable.

COMMENTS

Indian Preference will apply. Individual must pass a criminal background investigation.