

# Little Traverse Bay Bands of Odawa Indians

## Job Posting

**Job Title:** Health Clinic Office Assistant

**Department:** Health

**Reports To:** Triage Nurse /Medical Director

**Status:** Non-Exempt

**Salary Level:** \$11.85 to \$16.03 per hr. / (\$24,648-\$33.342) Annual

**Level:** 2

**Opens:** March 18, 2016

**Closes:** April 08, 2016

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### SUMMARY

Able to provide assistance for all clerical positions within the Health Clinic office. Able to answer incoming calls and direct callers to appropriate personnel, able to schedule appointments, and enter patient registration information. Provide clerical support to office staff as needed, assists with vista imaging and electronic health records reports. Maintains the RPMS release of information package.

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

- Answer incoming telephone calls, direct and forward to appropriate personnel or department. Take and deliver messages or transfers calls to voice mail when appropriate personnel are unavailable.
- Places reminder calls to patients as needed for follow up appointments as needed.
- Print daily appointment lists for providers and other clinic staff.
- Verify current patient registration information and update patient information as needed.
- Enter all new patient registration information into the Registration Patient Management System (RPMS).
- Monitor visitor access.
- Update and schedule appointment calendars.
- Cross-train to other clinical duties as needed provided they are within the scope of this position.
- Log patient referrals and send to Contract Health.

- Copy and send prescription to appropriate pharmacy.
- Track and Log diabetic supplies issued by clinic.
- Coordinate travel for the Medical Director.
- Develop and troubleshoot office procedures.
- Trains to maintain patient computer access portal.
- Trains to become the alternate RPMS site manager.
- Cross train in all areas of front office.
- Perform low level patient triage.

#### **EDUCATION and/or EXPERIENCE**

High school diploma or equivalent and 1 year experience working in office setting required. Prior experience working in medical office preferred. Must have strong computer skills; word, excel; excellent written and oral skills; proficiency in RPMS desirable.

#### **COMMENTS**

Indian preference will apply.