

The Community Care Clinic is a free clinic providing medical care for low-income persons without health insurance. The position of Office Manager/Medical Records Clerk will be funded as a full-time position for the time period beginning when hired and ending December 31, 2010. This position will be reviewed and renewed as funding and circumstances allow and at the discretion of the Board of Directors of the Community Care Clinic. Work hours are Monday thru Friday, 9am to 5pm. Benefits include up to \$300/month stipend for health insurance and 22 days paid time off. Salary is \$27,250 annually. This position will report to the Clinic Director.

**Qualifications Summary**

- Education Requirements: Associates Degree in office management, medical records certification, or a related field; **and/or** equivalent working experience in a medical office environment.
- Computer skills required with working knowledge of Microsoft Professional Office and electronic medical records software.
- Excellent communication skills
- Experience in supervision with preference given to supervision of volunteers.
- Ability to work well with patients, staff, and volunteers.
- Highly organized with attention to detail.

**Duties for the Office Manager/Medical Records Clerk Position**

The Office Manager/Medical Records Clerk will work collaboratively with the Clinic Director, Executive Director, and volunteers at the CCC to uphold the mission of the Community Care Clinic:

*The mission of the Community Care Clinic is to provide health care to low-income persons in our community who do not have health insurance. Through disease prevention, continuity of care, and active follow-up, we can promote the health and well-being of our community.*

The person in this position will perform or supervise office activities at the Community Care Clinic including, but not limited to:

General Office:

- Answer phone; take and distribute messages; transfer calls; take refill requests
- Maintain patient schedule; make or supervise patient reminder calls
- Schedule outpatient tests and procedures
- Act as receptionist during clinic hours
- Make arrangements for consults and referrals
- Produce or supervise production of clinic materials using Microsoft Professional Office
- Maintain and assist in the development of the CareScope Medical & Demographic Record
- Maintain and assist in the development of the CareScope Community Resource
- Train volunteers on use of CareScope.
- Maintain and update the Volunteer Handbook

Chart Maintenance:

- Establish a standard procedure to assure the confidentiality of electronic and paper medical records
- Keep patient charts updated
- Comply with HIPAA
- Quality control of charts regarding placement of documents and electronic attachments

Volunteers:

- Manage volunteer sign-up and schedule for clinic hours
- Train and/or supervise volunteers assigned to clerical tasks

Executive Director Clerical Support:

- Serve as clerical support for CCC committees
- Send gift acknowledgments
- Supervise mass mailings