

Clinic Services Assistant (.. USD)



Location **Illinois**
<https://www.genclassifieds.com/x-464715-z>

Clinic Services Assistant - C.N.A

Title: Clinic Services Assistant

Description: Provides secretarial support to clinical staff in order to support the Family Practice, OB/Gyne, Pediatric and Adult Care areas. Among other duties are the preparation and distribution of routine correspondence, follow up on outside testing reports, scheduling of procedures, telephone and message duties.

Licensed, Registered, Certified: C.N.A

Primary Functions:

1. Organize and coordinate the flow of patient related documents and correspondence including the movement and distribution of faxes, copies, letters files, reports, etc. as instructed.
2. Perform file maintenance and enter data in electronic medical record or thru other reporting systems, including scanning of documents.
3. Review patient records for presence of test results and contacts testing facility for completion of records.
4. Communicate with hospitals and on-call staff to track patient hospitalization and discharge information.
5. Obtains information for the completion of unusual occurrence reports.
6. Assist in the scheduling and confirmation of external patient appointments.
7. Assist in the development of letters to be sent to patients and providers as needed.
8. Assist in the completion of disability and FMLA documents and coordinate the information with the Providers.

9. Schedule all STAT procedures and lab tests.

10. Coordinate the documents and necessary to make records complete and transfer to the document.

11. Obtain test results and testing and lab results.

12. Answer the practice and ensure communication and provide information to/from clinic.

13. Process and supply necessary clinic services.

14. Maintains the exam room files and educational material.

15. Serve as a translator for the practice and

16. Assist with meeting preparation and set up

17. Specific to OB/GYN:

a. Schedule and confirm surgeries for Providers

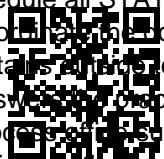
b. Communicate and confirm information to patients concerning scheduled surgeries

c. Complete documentation and submit documents necessary for MFM referrals and follows up to ensure appointments scheduled are kept



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- d. Complete a daily OB chart audit to ensure all ultrasounds and lab work has been obtained and is scanned into the EMR.
 - e. Maintain the ultrasound log and ensure Providers sign-off on all labs and ultrasounds and the results are scanned into the EMR in a timely manner.
 - f. Close pregnancies in the EMR as directed by the Team Leader or Clinic Coordinator.
 - g. Reconcile appointments for patients that have delivered or miscarried and schedule post partum or follow up appointments as directed.
 - 18. Ability to work all clinic hours as assigned.
 - 19. Familiarizes and complies with all VNA policies and procedures.
 - 20. Meets standards of behavior expectations.
 - 21. Follows established guidelines for use and/or disclosure of protected health information. Employees should report any breaches of the Health Insurance Portability and Accountability Act (HIPAA) rules to the Privacy Officer (Vice President of Operations) immediately. Failure to comply with HIPAA policies and procedures will result in disciplinary action, up to and including termination of employment.
 - 22. Other duties as assigned.

Qualifications:

- 1. Requires high school diploma or G.E.D. with some college in business related course work.
- 2. Knowledge and proficiency in Microsoft applications, including Word and Excel.
- 3. Ability to communicate and cooperate effectively with clients, professionals and community based contacts.
- 4. Minimum of 3 years work experience in office support role.
- 5. Previous medical clerical experience and medical terminology preferred.
- 6. Bi-lingual in Spanish/English as follows: Reading - Preferred. Written -- Preferred. Speaking -- Required.

Physical Requirements:

- 1. Ability to communicate effectively verbally and in writing.
- 2. Ability to drive a car.
- 3. Manual dexterity sufficient to operate a computer.
- 4. Ability to sit for prolong periods of time.
- 5. Ability to wear a particulate mask.

Revised 9/14 Last Review Date: 010/14