

HARRIS COUNTY, TEXAS

Human Resources & Risk Management
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Benefits & Compensation (713) 755-5117
Risk Management & Safety (713) 755-8740
Hearing Impaired (713) 755-6870

ANNOUNCEMENT NUMBER: 00271

JOB TITLE: Medical Office Assistant
DEPARTMENT: Protective Services for Children and Adults
Medical/Dental Clinic
HOURS: 8:00 a.m. – 5:00 p.m.
Monday -- Friday
SALARY: Will Be Discussed During Interview
Based On 26 Pay Periods

POSITION DESCRIPTION: Under the supervision of the Clinic Coordinator responsible for organizing and communicating with medical/dental staff to ensure the smooth operation of the facility.

- Responsible for the correct billing and coding of medical and dental visits.
- Reports billing information to the appropriate sources and ensures timely submission of claims.
- Monitors and tracks accounts to ensure funds availability.
- Processes and submits invoices to the Accounting Department to ensure that all bills are being paid without delay.
- Collects data from logs, EVOLV, etc. to complete monthly reports related to program utilization and other statistical needs.
- Schedules and updates patient appointments using the agency database.
- Coordinates requests for patient information adhering to rules of confidentiality and release of information.
- Maintains a current inventory of office and medical supplies, including vaccines and medications.
- Orders necessary supplies to ensure daily clinic functioning.
- Completes offsite storage archives.
- Ensures that equipment is functional and operating up to standard and requests repair and/or recalibration when necessary.
- Other duties as assigned.

REQUIREMENTS:

- High school diploma or GED equivalent
- Certification as a Medical Assistant
- One year of full-time work experience as a Medical Assistant to include:
 - Preparing medical claims documentation
 - Some clerical and receptionist duties

- Working knowledge of laboratory environment, laboratory procedures, laboratory terminology and types of laboratory supplies.
- Knowledge of patient care and patient charts.
- Proficiency in the use of personal computer and Microsoft Office applications.
- Good oral and written communication skills to effectively communicate with co-workers, agency staff and the public.
- Ability to perform standard outpatient procedures, administrative and medical, according to established protocols.
- Ability to perform pediatric venipuncture and administer immunizations to children and youth.
- Ability to conduct drug screenings with adults.
- Ability to establish rapport with clients and peer groups, exercise tact and courtesy and work well in a group setting.

PREFERENCES:

- Training and/or certification in medical billing and coding
- Bilingual in Spanish

HARRIS COUNTY HAS AN EMPLOYMENT AT WILL POLICY

CLOSING DATE: Open Until Filled

APPLY AT: <http://www.harriscountytexas.gov/hrrm/employment.aspx>

UPON RECEIVING A CONDITIONAL OFFER OF EMPLOYMENT, ALL APPLICANTS ARE SCREENED FOR THE PRESENCE OF ILLEGAL DRUGS