



Job Title:	Medical Assistant/Billing Coordinator
Schedule:	Part Time
Salary/Hourly:	Hourly at \$20 per hour
Dept:	Health
Reports to:	Health Commissioner

Summary:

Part time grant funded position under the direction of the health commissioner. This position will assist with administrative tasks related to accreditation, planning, billing and supports other health department staff. The Medical Assistant/Billing Coordinator will assist in Emergency Preparedness activities and other duties as needed.

Essential Duties and Responsibilities include the following;

- Investigates systems and possible implementation to increase the departments billing capacity.
- Assists other health department staff with data management.
- Assists the health department nursing staff.
- Assists with revising, updating or developing departmental plans, procedures or best practices.
- Assists with data entry, data upload and organization.
- Supports health department staff as needed.

Competency:

- Strong organizational skills with the ability to manage multiple projects.
- Excellent written and oral communication skills.
- Ability to collaborate and assist other staff.
- Proficient with Microsoft Office applications such as Word, Excel and the ability to learn data management systems.

Qualifications & Requirements: Any combination of training, education, and experience equivalent to graduation or near completion of an educational program equivalent of a medical assistant or above if related to public health, environmental health, data management nursing or similar field of study.

Work Conditions: Work can be indoors in an office with computers, phones, copier, fax machine, etc. or from home with prior approval. The position is projected to work an average of 28 hours per week.