

Medical Staff Assistant I

POSITION DESCRIPTION:

Provide administrative support to the Medical staff at Ryther, including Psychiatry and Psychology staff.

KEY AREAS OF RESPONSIBILITY:

1. Maintain a polite and professional manner at all times.
2. Maintain confidentiality with regards to clients & staff in accordance with HIPPA requirements.
3. Handle scheduling for all medical staff appointments.
4. Send out informational packets to all new Psychiatry clients.
5. Make timely reminder calls to the client/family for all medical staff appointments.
6. Responsible for checking in all medical staff appointments, including handling any necessary paperwork, physical exam, fees, etc...
7. Set up all medical staff service entries in Evolv and monitor for their timely completion by medical staff.
8. Facilitate all prescription and other medication requests from clients/families.
9. Handle requests for medical records from outside providers as requested by medical staff.
10. Manage referral list for services not offered by Ryther, and distribute to clients/families as needed.
11. Check voicemail and mailboxes of medical staff.
12. Transcribe MD on-call logs.
13. Track and report on medical staff productivity as needed.
14. Maintain all necessary credentials per agency and licensing requirements.
15. Demonstrate a high degree of skill in communication and positive interaction with all Ryther employees, prospective employees, external agencies/companies and the community at large.
16. Perform all other duties as assigned.

ESSENTIAL JOB REQUIREMENTS:

1. High school and/or business school education with minimum of 2 years office experience.
2. Commitment to the Purpose, Vision and Values of the agency.
3. Acceptance of a variety of lifestyles, behaviors, cultural and spiritual practices.
4. Ability to perform clerical duties that include, but is not limited to, word processing, filing, photocopying, faxing.
5. Ability to exercise discretion and maintain both client and employee confidentiality.
6. Highly effective written and verbal communications skills.
7. Ability to work with others in a position of responsibility, as well as independently.
8. Ability to multi-task and prioritize.
9. Computer skills with knowledge of Microsoft Word, Excel, Access and Outlook with ability to type 50wpm.
10. Ability to complete emergent assignments within the time frame identified by the supervisor.
11. Ability to use the senses of sight and hearing to effectively perform responsibilities.
12. Ability to perform a range of physical motions including but not limited to:
 - lifting and carrying up to 25 lbs;
 - standing, walking, sitting for long periods of time;
 - kneeling, squatting, and stooping.

SUPERVISOR: Medical Director

If you are a person with a disability in need of reasonable accommodation to perform the essential functions and responsibilities related to your position, please notify your Program Director or the Director of Operations (extension 235) as soon as possible.

I, _____, have read this and understand this is my job description as an employee of Ryther.

Signature

Date