POSITION: Medical Assistant

PROGRAM: METRO, Methadone Maintenance

HOURS: 35 Hours/week 5:45 – 1:45 Monday-Friday

QUALIFICATIONS: · Minimum of one year related experience; · Highly proficient in Word, Excel, data entry and reporting; · Knowledge of OASAS data system a plus· Ability to interact professionally with individuals at all levels; · Excellent oral and written communication skills at all levels: · Strong attention to detail and deadlines

JOB DESCRIPTION: Provide administrative support for Methadone Maintenance program Specific responsibilities will include: · Coordinating the daily administrative activities, including MyEvolve Front Desk tasks, scheduling, patient check-in and check-out and patient medical record maintenance. · Performs data entry for admissions and discharges for the agency’s registration system. · Transmit physician’s orders to collect urine samples and send to the designated lab · Screens incoming telephone calls and responds to questions not involving substantive program issues or requiring technical knowledge. Refers calls to appropriate staff member or takes message if necessary. · Oversees billing system and collect fees from patients in accordance with the organization’s fee schedule and securely deposit fees in bank · Insurance verifications and enter billing data; · Clerical duties such as greeting clients, scanning, faxing, mailing, phone calls etc · Assist Administrative Coordinator with securing documents/information for site reviewers and audits as needed· Other duties as assigned

Salary: Competitive

Please include cover letter with resume.
Contact person: Sheila Rhodes

SEND RESUME TO: srhodes@theguidancecenter.org Finders Fee if you refer a successful applicant Date 7/28/20