**MEDICAL OFFICE ADMINISTRATOR/SR. ADMINISTRATIVE ASSISTANT**
*Emmons Wellness Center*

**POSITION SUMMARY**

The Office Administrator supports medical and mental health/counseling services by managing appointments and health records through the electronic health records system, verifying insurance and communicating cost of care, and ensuring patients receive kind and considerate care the moment they enter the Wellness Center.

The position independently runs the medical/counseling front office, performs complex administrative duties and office functions, and assists the Senior Director with various tasks. The person in this position understands and maintains a confidential clinical environment in compliance with HIPPA privacy policies and laws.

**SUMMARY OF DUTIES, RESPONSIBILITIES AND GOALS**

Responsibilities include but are not limited to:

- Serve as the office manager of the office.
- Manage the creation, distribution, and retrieval of medical records for all Emmons Student Wellness Center functions.
- Verify health insurance coverage and assist in medical billing to student accounts.
- Assist students with basic insurance protocols.
- Schedule medical and counseling appointments. Input data on client appointments, clinician schedules, and coding updates in a timely, accurate, and consistent fashion, utilizing an electronic scheduling and health records system.
- Screen incoming phone calls on multiple lines.
- Greet incoming patients, and electronically perform the following duties: check them in, notify providers and discharge.
- Order office supplies, as authorized by Senior Director.
- Responsible for updating and managing the Department website and social media.
- Correspond with other departments regarding facilities management, service requests, and special initiatives as ordered by Sr. Director.
- Provide clerical support to Sr. Director, Counseling Coordinator, and all Wellness center clinicians as needed.
- Assist in compiling statistics and clinic operations summaries. Help generate reports as needed.
- Perform non-medical functions in event of clinic or campus emergency.
- Additional duties as assigned by Sr. Director or Dean of Students office.

This position reports to the Director of Student Health Services.

**QUALIFICATIONS**

**EDUCATION AND/OR TRAINING:**

- High school diploma or equivalent.
- Two or more years of postsecondary education preferred.
- Medical assistant training and/or experience in a medical or mental health office desired.
• Must have strong communication and customer service skills, and a positive work history.
• Must know basic medical terminology.
• Must be proficient with MS Office, including Word, Excel, Outlook, and PowerPoint.

EXPERIENCE:
• Prior experience in a medical or counseling office utilizing electronic medical records required.
• Clerical experience for a very busy front office with multiple supervisors and knowledge of insurance billing and verifications preferred.
• Coding and medical billing experience a plus.

APPLICATION INSTRUCTIONS

APPLICATION PROCEDURES:
• To apply please send resume, cover letter and references to semal@oxy.edu and resumes@oxy.edu. You must submit all three items to be considered for the position.
• Position open until filled

Applications will be reviewed as they arrive!

COMPENSATION:
• Salary is dependent on qualifications, experience, and divisional equity
• Full benefits package (domestic partner benefits available)
• This is a full-time, 12-month position.
• Salary: $17.00/hour

As a condition of hire for a staff position and for appointment to a faculty position, Occidental College requires that all candidates who have received a conditional offer of employment complete an application form (if they have not already done so) and consent to a background check. Satisfactory completion of a background check, along with pre-employment verifications and references are required as a condition of employment, but only as permitted by federal, state, and local law, including the City of Los Angeles Fair Chance Initiative for Hiring Ordinance.

We will consider for employment all qualified Applicants, including those with Criminal Histories, in a manner consistent with the requirements of applicable state and local laws, including the City of Los Angeles’ Fair Chance Initiative for Hiring Ordinance.