

Ripley County Government

Name:

Position and Department: Clinic Assistant/MCH Coordinator

FLSA Status: Exempt _____ Non-Exempt _____

Supervisor: Paul Tyrer / Administrator

Date: 12/7/2020
Revised: 08/19/2024

The purpose of this position is to perform a variety of duties including medical billing specialist and general office and clinical support for Public Health Nurse, Environmental Health Specialist, and Vital Records to provide the citizens of Ripley County with a safe and healthy environment.

Responsibilities and essential functions: Agent for Ripley County Health Officer

Essential Duties and Responsibilities: The following duties are normal for this position. ***These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.***

Primary:

Maternal Child Health:

- Conduct Safe Sleep Classes for the public
- Perform Car Seat checks and provide car seats when necessary
- Complete home visits as required
- Complete medical billing
- Promote and develop service delivery to promote all aspects of maternal and maternal child health.

Clinic Duties

- Complete communicable disease investigations
- Ability to administer vaccines
- Ability to administer and read TB Tests
- Ability to perform Lead Tests
- Enter Immunization Records into ISDH CHIRP as needed
- Provide Immunization Records to clients
- Assist in all Vaccine Clinics
- Attend all meetings and trainings
- Other duties as requested

OFFICE SUPPORT

- Assist at front desk (Meet & Greet clients with a positive attitude) and answer phone calls
- Transfer Phone Calls
- Meet immunization clients, scan insurance information, and handout information packets as needed
- Pick up mail at Post Office as needed
- Provide information, assistance and public consultation
- Issue and write receipts for prepared permits for other divisions
- Participate in Accreditation efforts
- Participate in public health preparedness events
- Attends Exercises, trainings, and meetings as necessary
- Participate in Indiana Department of Health, Indiana Immunization Coalition Trainings

MEDICAL BILLING

Assist when needed with the following:

- Submission of immunization claims for insurance processing
- File insurance claims

<p>Minimum Physical and Mental Abilities Required to Perform Essential Job Functions:</p> <ul style="list-style-type: none"> • Ability to operate a variety of automated office machines including copier, laminator, fax machine, Identacard machine, poster making machine, telephone, computers/printer, etc. • Proficiency in MS Word, Excel, PowerPoint, Publisher • Ability to operate various training, inspection/testing, and recording equipment including camera, TV/DVD, power point projector/screen • Ability to operate a motor vehicle <p>Environmental Adaptability:</p> <ul style="list-style-type: none"> • Ability to work effectively in an office environment and operate as a team member • Ability to work effectively with children of all ages • Ability to work with babies and children resisting vaccinations • Ability to work with senior citizens • Ability to calmly handle irate or belligerent citizens 	<p>Special Requirements:</p> <ul style="list-style-type: none"> • Must possess a valid Indiana Driver's License • Possess public speaking skills 	<p>Qualifications: Minimum training and Experience Required to Perform Essential Duties and Responsibilities:</p> <ul style="list-style-type: none"> • Valid Indiana Professional License 	<p>Language Ability and Interpersonal Communication:</p> <ul style="list-style-type: none"> • Ability to comprehend and correctly use a variety of informational resources including Indiana Codes, references books and training materials • Ability to prepare training presentations including power point programs • Ability to complete inspection/investigation reports • Ability to record and deliver information, explain procedures, maintain confidentiality of restricted information, and to follow instructions • Ability to use and interpret medical, engineering, legal, and counseling terminology and language. • Ability to communicate effectively with the Indiana Department of Health personnel, Ripley County Health Officer, intended training audience, and the general public verbally and in writing.
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Please submit current resume and cover letter attention to Paul Tyrer healthadmin@ripleycounty.in.gov