

Clinic Coordinator/Clerical Assistant

Summary

PAP Coordinator/Clerical Assistant is responsible for maintaining the Patient Assistance Program and other responsibilities as assigned by the Clinic Director.

Responsibilities are:

- Maintain strict patient confidentiality per HIPAA guidelines, assisting with documentation in and maintenance of patient files
- Interview patients requiring the PAP, determining their needs and assisting them in the application process
- Review PAP applications to determine client eligibility
- Process PAP applications for current and new patients
- Process incoming PAP meds, including entering into database and placing them for storage/use
- Maintain the PAP med storage closet
- Work with RN to maintain available supplies of medications
- Maintain timely records using clinic database(s) regarding PAP meds, patient demographics or other information as needed
- Generate timely reports as needed
- Provide information, referral and problem-solving assistance to patients
- In cooperation with other staff, assist patients with information on available subsidies, and assist with application as appropriate
- Identify general patient needs and articulate those to Clinic Director
- Research and remain current with potential sources of medications and supplies
- Research and maintain current with community resources, issues and policies that may affect or benefit the homeless
- Generate and maintain a Community Resource notebook
- General oversight of Donations Coordinator, assisting Office Manager in ensuring restock of supplies/rooms and maintenance of donations in a neat/orderly manner
- Assist in Pharmacy as needed
- Assist with Intake as needed
- Assist in answering phones & doors in a professional, personable manner
- Participate in staff and educational meetings
- Participate in clinic quality programs

Educational Qualifications: High School graduate, basic computer literacy (Microsoft Word, Excel and Outlook).

Job Type: Full-time

Required education:

- High school or equivalent