

COMMUNITY ACTION PARTNERSHIP OF NORTH CENTRAL MISSOURI

JOB DESCRIPTION

JOB TITLE: Women's Health Services
Office/Records Manager

DEPARTMENT: Women's Health Services

REPORTS TO: Women's Health Services Director/
Nurse Practitioner

SALARY GRADE: 3

SUPERVISES: None

REVIEW DATE: 11/01/2021

Community Action Partnership of North Central Missouri (CAPNCM) offers a helping hand to people seeking to break the bonds of poverty. We endeavor to make the community aware of the problems of the low-income. We serve as an advocate for low-income residents by strengthening communications, mutual understanding and the planning and coordination of programs designed to serve the low-income community. Our mission is to offer services to individuals to become self-sufficient by empowering them to obtain the resources needed to build strong families & communities. CAPNCM envisions a world without poverty in which all people have access to necessary resources and are treated with dignity.

JOB DESCRIPTION

The Women's Health Services Office/Records Manager is responsible for the management of medical records and related reports, as well as assisting the Women's Health Services Director/Nurse Practitioner with general project support.

KEY RESPONSIBILITIES

- Be an advocate for the Mission and Vision set forth by CAPNCM.
- Primarily responsible for keeping accurate individual patient clinic records to include the recording of necessary information obtained when the patient is participating in a Women's Health Services Clinic and all other follow-up information made on each participant.
- Receive and distribute lab reports to appropriate nurse or physician; assist Program Director to ensure that adequate program records are maintained and that required reports (including CAPNCM and funding sources) are submitted, as required.
- Fill in, as needed, and assist in the set up of clinic sites, enroll patients and make referrals, prepare patients for examinations, assist doctors and nurses, schedule future appointments, perform exit counseling, and clean up after clinics.
- Enter patient data and generate statistical reports and information for project funding and Medicaid billing.
- Assist Women's Health Services Director/Nurse Practitioner in preparing refunding applications for submission to funding sources.
- Assist Program Director in developing and monitoring budgets for all project funds, daily deposits, and monthly billing.
- Must be able to bill to Medicaid, insurance companies, process claims, and EOB.
- Assist with ongoing monitoring and evaluation of program effectiveness including goal achievement, program impact, quality assurance, and oversight.
- Active involvement in at least one (1) civic, educational, or service group is preferred.
- Keep work area neat and clean in appearance.
- Participate in training activities as deemed necessary by supervisor.
- Perform additional duties as assigned by supervisor.

QUALIFICATIONS

- Associate's Degree is preferred; high school diploma required and two (2) years related experience and/or training or equivalent combination of education and experience.

PREFERRED SKILLS AND EXPERIENCE

- Knowledge of CAPNCM's purpose, goals, mission/vision, policies and procedures, and resources.
- Ability to prepare funding proposals and budgets.

- Knowledge of laws and funding source regulations applicable to the program.
- Knowledge of CPT Codes and ICD10 codes.
- Ability to type at least 50 wpm with proper spelling and grammar usage.
- Ability to use basic office or other job related machines (i.e. computer, copy machine, calculator, typewriter, etc.).
- Ability to do business related calculations.
- Ability to greet the public and respond to inquiries in a friendly, objective manner.
- Ability to carry out written and oral instruction.
- Ability to handle sensitive patient information in a confidential, professional manner.
- Possess a valid, current Missouri driver's license and provide proof of insurance.

COMPENSATION

- Starting at \$12.50 per hour

BENEFITS AVAILABLE

- Paid time off (PTO)
- Holidays
- Medical
- Dental
- Vision
- Life insurance
- 403(b)
- Travel reimbursement

TRAVEL REQUIRED

- Minimal travel required.

SHIFT

- Full-time position, 36 hours per week, Monday – Thursday 7:30am – 5:00pm.

I have read and fully understand the duties and responsibilities described in this job description.

Employee Signature

Date