



CRAWFORD COUNTY
MENTAL HEALTH CENTER

CCBHC

Certified Community Behavioral Health Clinic

911 E. Centennial
Pittsburg, KS 66762

620-231-5130
www.crawfordmentalhealth.org

Crawford County Mental Health Center is taking applications for a **full-time Medical Assistant**. The position provides clerical support for the medical department providing assistance to staff, clients, and the pharmacies. Additionally, the Medical Assistant is responsible for maintaining documentation within the clinical records of clients.

Qualifications:

- Graduation from High School or the equivalent
- Previous clerical or general office experience or training required
- Previous medical office experience preferred
- Ability to perform tasks accurately, effectively and in a timely manner
- Ability to understand and follow oral and written instructions accurately
- Ability to establish and maintain effective working relationships
- Ability to safely perform major job responsibilities with or without reasonable accommodations

Essential Job functions:

- Assists nursing staff with calls from clients requesting refills, pharmacies, patient assistance programs, and pharmaceutical representatives
- Assists in verifying authorization for refills
- Requests authorizations from insurance companies on behalf of the client for medications outside of the standard formulary
- Assists nursing staff with patient assistance programs
 - Provide assistance to clients in gaining access to the program
 - Track renewal dates and assist clients in re-application
 - Meet face to face or contact clients by phone as needed
- Responsible for assisting nursing staff with discharging and transferring clients
- Responsible for filing and maintaining paper documents for client's clinical medical record
- Responsible for pulling, refilling, and locating charts in order to provide assistance to clinical staff.
- Verifies accuracy of clinical transactions and clinical documents
- Ability to reprioritize workload to respond to changing situations in a flexible manner
- Consistently demonstrate ability to determine when consultation with nursing staff needs to occur regarding med refills, etc.
- Communicate effectively with other agencies to coordinate care and/or verify current meds
- Respond to emails and other digital queries and correspondence
- Draft and edit letters, reports, and other documents

- Completes any necessary pre visit health documentation which includes vital signs, updating allergies, etc.
- Completes other clerical duties for staff/programs as directed
- Complies with agency policies and procedures

Salary and benefits package starting at \$14.42/hr. Benefits package includes participation in KPERS Retirement System, health, dental, and life insurance.

Apply online at <https://www.crawfordmentalhealth.org/careers/>

Or Send resume and references to:

Human Resources
911 E. Centennial
Pittsburg, KS 66762
620-235-7148 Fax
careers@cmhccc.org

Please indicate Medical Assistant on your application or resume.

Equal Opportunity Employer