



Job Title: Medical Assistant	Unit: Mental Health	
Status: Full-time	Location of Position: Walton County	
Posting Date: August 20, 2019	Application Deadline Date: Until filled	Job Code: HCT101

Medical Assistant

Position Summary: Provides basic patient care and work with patients/clients to develop daily living skills. May take vital signs and perform other related medical procedures under the direction of nursing staff. Enrolls clients into patient assistance program and documents prescription release and refills in medical record.

Duties and Responsibilities:

- Providing effective medication assistance to clients within the Agency’s standard timeframe
- Successfully enrolls clients into patient assistance programs; completes application, checks payer status, compliance, obtains signatures from clients, and submits to drug companies according to the Agency’s standard timeframe
- Ensures adequate supplies of sample and medication assistance medications for site.
- Accurately releases medications and samples to clients.
- Maintains medication inventory records; logs expired medication for pickup and destruction
- Accurately calls in prescriptions and refills to pharmacy or patient assistance programs.
- Obtains prior authorizations and manages appeals processes.
- Accurately documents release of medication to client within client medical record
- Accurately documents called-in prescriptions and refills in client medical record.
- Completes monthly enrollment number report and submits to supervisor
- Enters client application data into Excel and Access programs.
- Gets vital signs, height, and weight of clients as needed.
- Gives injections, draws blood under the direct supervision of a physician as needed, within scope of practice.
- Assists Tele-Health processes at clinic if indicated (some incumbents)
- Appropriately complete and enter all documentation/notes collaboratively with clients according to Agency standards, including the dispense of any coupons, scripts, and information regarding financial verifications
- May be shadowed by peers on the job
- Other duties as assigned

Minimum Qualifications:

High School Diploma or GED and One year of experience in a related field OR One year of experience at the lower level or position equivalent AND Completion of accredited Medical Assisting Program.

To APPLY

Applications must be received by the deadline date to be considered. Please submit a completed resume to jcox@advantagebhs.org.

Advantage Behavioral Health Systems
Human Resource Recruiter
250 North Avenue, Athens, Georgia 30601

Applicants are subject to criminal records, drug screening, employment, and/or background checks.

(Internal) This announcement is ONLY open to employees of Advantage Behavioral Health Systems

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