

## **004 – Fairfax, VA, Family Health Center Appointment Clerk/Medical Assistant**

White Stone Healthcare Resources ([www.whitestoneLLC.com](http://www.whitestoneLLC.com)) is a Service-Disabled Veteran-Owned Small Business certified by the VA. We have provided clinical staffing to the Department of Defense, the VA, and the Indian Health Service since 2004. We differentiate ourselves by our responsiveness, our focus on employee satisfaction, and unsurpassed customer service to both employees and clients. We invite you to read our Google reviews that provide insight into our company.

**If you are interested and qualified, please respond to the qualifying questions and submit your resume to be considered.**

**Successful applicants for this position as Appointment Clerk/Medical Assistant, shall have the following qualifications:**

- Able to pass a Government security clearance
- Must be a U.S. citizen
- A high school diploma or GED equivalent
- One (1) year of related and relevant experience
- Have and maintain current certification in Basic Cardiac Life Support (BLS)
- familiar with Microsoft Office applications Excel, PowerPoint, Word, and Mail
- Able to understand, read, and write English well enough to effectively communicate with patients and other staff members
- Must have knowledge of computer operations and proficiency in the use of basic word processing, data entry, and automated records
- Successful completion of a Medical Assistant training course or Associates in Medical Assisting from an accredited college preferred

### **Appointment Clerk/Medical Assistant Overview:**

This position requires a variety of clerical duties in support of patient care and treatment.

### **Essential Functions:**

- Has sufficient knowledge and skills to record and maintain accurate records. Prepare reports and be able to utilize computer data systems in these processes.
- Answers inquiries and obtains information for general public, customers, visitors, and other interested parties.
- Provides information regarding activities conducted at establishment, location of departments, offices, and employees within organization.
- Performs a variety of receptionist and other clerical duties in support of patient care for the family practice, or like clinic, in Fairfax Health Clinics (FHCs). This includes but is not limited to open access scheduling and assisting in creating a patient-centered health clinic.
- Verifies patient information in Composite Healthcare System (CHCS). If information is incorrect, updates information to include Other Health Insurance (OHI).
- Ensures all treatment requested by the provider has been scheduled/ordered.
- Receives calls from beneficiaries seeking Primary Care or Specialty Referral Appointments.
- Assists with other duties as needed and assigned.

### **Physical Demands:**

The physical and environmental demands of this position are as follows:

- Regular attendance required
- Occasional standing and bending
- Considerable walking
- Lifting and carrying medical equipment/files
- Moderate stress
- Position may require long hours during critical deadlines
- Prolonged telephone use
- Prolonged work on a PC/Computer

### **Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level in the work environment ranges regularly from quiet to loud.

### **DISCLAIMER**

Cooperative, positive, courteous, and professional behavior and conduct is an essential function of every position. All employees must be able to work with others beyond giving and receiving instructions. This includes getting along with co-workers, peers, and management without exhibiting behavior extremes. Job functions may require personal leadership skills such as conflict resolution, negotiating, instructing, persuading, speaking with others, as well as responding appropriately to job performance feedback from the supervisor. Additionally, the information contained in this job description has been designated to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position.

**Job Type:** Full-Time

**Compensation:** \$15.00/Hr.

**Benefits:** Medical, dental, vision; Accidental Death & Dismemberment (AD&D); short- and long-term disability; life insurance; 401K plan with employer contributions, PTO, Sick Time, and more.

***White Stone Healthcare Resources is an Equal Opportunity Employer that recruits and hires qualified applicants without regard to race, color, religion, sex, sexual orientation, gender identity, age, national origin, ancestry, citizenship, disability, or veteran status.***