

COMMUNITY OPTIONS, INC
JOB DESCRIPTION
DSP - MEDICAL CLERK

PURPOSE:

To provide assistance with all medical, dental and therapeutic appointments to persons receiving services in accordance with COI values.

QUALIFICATIONS:

1. High School diploma or GED.
2. Human Services experience or 1 year of experience in medical field preferred.
3. Valid Colorado Drivers' license with acceptable driving record.
4. Must be able to successfully complete Medication Administration Course, 1st Aid/CPR within 90 days of hire or promotion.
5. Acceptable criminal background check.

ESSENTIAL DUTIES & RESPONSIBILITIES:

Medical Responsibilities

1. Assist in the coordination of medical, dental, and therapeutic appointments for all persons receiving services.
2. Assist in the set up and maintenance of charts and records for each person served.
3. Assist in appropriate distribution of medical information and records.
4. Complete and document needed medication counts.
5. Participate in medication distribution.
6. Possess proficient computer skills necessary to generate reports, initiate med sheets and utilize data base
7. May be required to do personal care as needed.

Other Relevant Responsibilities

1. To meet regularly with Manager to discuss ongoing issues.
2. Maintain familiarity with agency policies and procedures.
3. Maintain open communication with all disciplines.
4. Satisfactorily complete all required training.
5. Participate in weekly team meetings/PRS reviews.
6. Drive agency vehicles and transport clients.
7. Effectively communicate with all program areas.
8. Work with others in a positive manner.
9. Work with minimal supervision and to recognize situations where assistance is needed.
10. Perform duties and conduct interactions with agency staff, persons served, and the public in a manner consistent with COI values.
11. Deal with stress and stressful situations in an effective, productive manner.
12. Promote and maintain appropriate professional and ethical relationships in accordance with policies, rules and regulations.
13. Maintain appropriate professional relationships with the medical community.
14. Other reasonable duties as assigned by the Manager.

PHYSICAL DEMANDS/ENVIRONMENTAL CONDITIONS: *Work as a Medical Clerk can be physically demanding.* The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

1. Medical Clerks must guard against back injury because they may have to move clients in/out of beds, wheelchairs, vehicles, and commodes. Medical Clerks are trained on/required to follow proper body mechanics and procedures for lifting/moving clients.
2. Medical Clerks must occasionally lift and/or move up to 50 pounds alone and up to 100 pounds with assistance.
3. Medical Clerks must exert 50 to 100 pounds of force occasionally, and/or 20 to 50 pounds of force frequently.

4. Medical Clerks are frequently required to walk. He/she must be able to reach forward, backward and upward with hands and arms as well as use fingers for picking up objects, determining texture and temperature. He/she must use hands to finger, handle, or feel and reach forward with hands and arms. Medical Clerks are occasionally required to ascend/descend stairs, sit, stoop, kneel or crouch.
5. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.
6. Specific talking abilities required by this job include expressing or exchanging ideas by means of spoken word. This is especially crucial when detailed or important spoken instructions must be conveyed to other workers accurately.
7. Specific hearing abilities required by this job include perceiving the nature of sounds at normal speaking levels with or without correction, having the ability to receive detailed information through oral communication, and making fine discriminations in sound.
8. Medical Clerks may face hazards from exposure to chemicals and infectious diseases. Medical Clerks are trained on and required to follow Universal Precautions.

SUPERVISION:

The Medical Clerk will be directly supervised by the assigned Manager or Director. The Medical Clerk will have no supervisory responsibility.

I have read this job description and can perform all the essential duties of the position with or without reasonable accommodation.

Print Name

Sign Name

Date