



Medical Administrative Support

Location: Albany, Oregon
Reports To: Billing & Coding Specialist
Status: Part-Time

Primary Responsibilities:

The Medical Administrative Support position provides clerical assistance to the Billing & Coding Specialist, Medical Assistant, and other Assessment Team members. This is a part-time position offered at 16 hours per week.

Job Duties:

- Billing support, including:
 - Photocopying, faxing, emailing, and mailing forms
 - Keeping forms and records supplies stocked and organized
 - Data entry in variety of databases, including NCAtrak and OfficeAlly
- Creating and managing medical charts, including:
 - Ensuring that all documentation is placed in appropriate records
 - Providing reports as requested by partner agencies and providers
- Other duties as assigned.

Skills:

- Knowledge of medical office procedures and records management, confidentiality, and HIPAA compliance
- Strong interpersonal skills, including the ability to work effectively on a team
- Good organizational skills and ability to meet multiple deadlines
- Basic computer and internet research skills

Qualifications:

- Minimum one year of office experience in a medical setting, including medical providers, and records management; billing experience preferred
- Demonstrated commitment to maintaining patient confidentiality and ability to handle sensitive information
- Ability to pass criminal and child abuse registry background check
- Commitment to the vision, mission and purpose of ABC House

Compensation: ABC House offers a culture of respect, teamwork, integrity and pride as well as competitive wages based on experience and a generous paid time off plan. Pay rate \$13.75-15.60/hour. Application and instructions begin on the following page.

ABC House is an equal opportunity employer committed to respectful, quality care to children and their family members from diverse racial, ethnic, religious, and non-traditional family forms.

ABC House is a drug-free work place.

Under the provisions of the Immigration and Reform Act of 1986, the candidate will be required to provide evidence of identity and eligibility for employment.



ABC House

Application for Employment

Medical Administrative Support

ABC House is an Equal Opportunity Employer. We will make every effort to meet a request for disability accommodation. If you require accommodation to participate in our application process, please contact us at 541.926.2203 or via email at hr@abchouse.org.

INSTRUCTIONS

Answer each question fully and accurately. If you need additional space, please use a separate sheet of paper. No action can be taken on this application until the form is complete including signature and date. Please print or type. The completed application and accompanying cover letter should be emailed to hr@abchouse.org with "Medical Admin Support" in subject line.

PERSONAL INFORMATION

First Name	Middle Name	Last Name
Street Address	City, State	Zip Code
Telephone Number	Email Address	

Are you at least 18 years of age?

Have you applied to ABC House before?

Are you eligible to work in the United States?

When are you available to begin work?

How did you learn about this position?

_____	When?	_____

EDUCATION & TRAINING

	Name & Address/Location of School	Degree Sought	Number of Years Completed	Did You Complete The Program?
High School or Equivalent				
Applicable Education or Training				

Additional Qualifications, Professional Certifications, & Special Skills

WORK HISTORY

List names of employers in consecutive order with present or most recent employer listed first. If self-employed, give firm name and supply business references. If you worked in any of the positions under another name, please provide name(s). Please give Month and Year for start and end dates

Employer:		Supervisor:	
Address:		Phone:	
Dates From:	To:	Position Held:	Reason for Leaving:
Duties:			

Employer:		Supervisor:	
Address:		Phone:	
Dates From:	To:	Position Held:	Reason for Leaving:
Duties:			

WORK HISTORY, CONTINUED

Employer:		Supervisor:	
Address:		Phone:	
Dates From:	To:	Position Held:	Reason for Leaving:
Duties:			

REFERENCES

Please list at least three professional references.

Name	Email	Phone	# of Yrs. Acquainted	Occupation/Title

AFFIDAVIT

I certify that, to the best of my knowledge, the information contained in this application is true and complete. I understand that my employment may be denied or terminated if I provide false, misleading, or incomplete information during the hiring process or my employment.

I understand that if I am hired, I must produce applicable documents confirming my identity and showing that I am lawfully authorized to work in the United States, in accordance with the Immigration Reform and Control Act of 1986, as amended.

I understand and agree that my prior employers, educational institutions, and other references, listed or not listed on this application, may be contacted by ABC House. These references are authorized to give ABC House any and all pertinent information they may have. I release all persons or entities involved, including ABC House, from all liability arising from this contact and provision of information.

I authorize ABC House to conduct a criminal history check after an initial interview or conditional offer of employment and understand that unexpunged criminal convictions may be considered by the Company in making hiring decisions.

I agree to conform to all ABC House's policies, rules, and procedures.

Furthermore, I understand and agree that nothing contained in this employment application, the granting of an interview, or in the offer of employment creates a contract for employment between the Company and myself. If an employment relationship is established, I understand that, unless specifically limited in an express, formally executed contract, I have the right to terminate my employment at any time and for any reason and the Company has the same right.

Name (printed) _____

Signature _____ Date _____

Attach:

- Cover Letter (required)
- Resume or CV (recommended)