



The Guidance Center of Westchester
256 Washington Street
Mount Vernon, NY 10553
TheGuidanceCenter.org

PLEASE POST POSITION AVAILABLE

POSITION: Medical Assistant

PROGRAM: METRO, Methadone Maintenance

HOURS: 35 Hours/week 5:45am – 1:45pm Monday – Friday

QUALIFICATIONS:

- Minimum of one year related experience;
- Highly proficient in Word, Excel, data entry and reporting;
- Knowledge of OASAS data system a plus;
- Ability to interact professionally with individuals at all levels;
- Excellent oral and written communication skills at all levels;
- Strong attention to detail and deadlines

JOB DESCRIPTION:

Provide administrative support for Methadone Maintenance program
Specific responsibilities will include:

- Coordinating the daily administrative activities, including MyEvolv Front Desk tasks, scheduling, patient check-in and check-out and patient medical record maintenance ;
- Performs data entry for admissions and discharges for agency's registration system.
- Transmit physician's orders to collect urine samples and send to the designated lab.

- Screens incoming telephone calls and responds to questions not involving substantive program issues or requiring technical knowledge. Refers calls to appropriate staff member or takes message if necessary
- Oversee billing system and collect fees from patients in accordance with the organization's fee schedule and securely deposit fees in bank.
- Insurance verification and enter billing data;
- Clerical duties such as greeting clients, scanning, faxing, mailing, phone calls etc.
- Assist Admin. Coordinator with securing documents/information for site reviewers and audits.
- Other duties as assigned
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Salary: competitive

Please include cover letter with resume.

Contact Person: Sheila Rhodes

SEND RESUMES TO: srhodes@theguidancecenter.org

Finder's Fee if you refer a successful applicant

Date 9/3/19