

## **JOB DESCRIPTION**

<b>POSITION TITLE:</b>	COVID Vaccine Patient Support Specialist
<b>LOCATION:</b>	HOPE Clinic - Main
<b>REPORTS TO:</b>	Covid Vaccine Coordinator
<b>EDUCATION:</b>	High School diploma or GED
<b>WORK EXPERIENCE:</b>	1 year customer service and/or healthcare preferred
<b>SALARY RANGE:</b>	\$13.00-\$15.00/Hour
<b>FLSA STATUS:</b>	Hourly – Non-Exempt
<b>POSITION TYPE:</b>	Full-Time
<b>LANGUAGE:</b>	Fluent in English; Bilingual in English and Spanish, Arabic, Burmese, Chinese or other languages is preferred

*HOPE Clinic is an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including but not limited to disability, race, creed, color, age, sex, religion, political or other opinion, national or social origin, etc.*

### **JOB SUMMARY:**

Facilitate patient flow by notifying the appropriate staff of the patient's arrival. Register new patients and update existing patient demographics by collecting patient detailed patient information including personal and financial information. Provide support to medical records department managing patient records in compliance with HOPE Clinic guidelines. Daily work tasks will be focused on processes to help assist covid vaccine clinics activities both on site and off site.

### **MAJOR DUTIES & RESPONSIBILITIES:**

- Greet and assist patients with registration and eligibility;
- Check in/out patients using electronic medical records;
- Scan medical records into the system;
- Fax/mail out medical records and necessary forms according to HIPAA/Clinic guidelines;
- Submit and document forms and medical records in a timely manner;
- Ensure that work assignments and information gathered from day to day work is not shared with anyone and protects all patient and agency information;
- Log medical registration forms and record and incoming forms into electronic health record (EHR) or vaccine administration and registration systems;
- Enter data into the Immtrac or other data entry systems for tracking and reporting;
- Assist with incoming calls and create telephone notes and assist with scheduling and inquiries;
- Support Patient Services team with other duties;
- Verify insurance eligibility for all billing purposes;
- All satellite sites' Patient Support Specialist will perform Eligibility Support Specialist duties as needed (e.g. assist with enrollment/re-enrollment of Medicaid, ACA, and other state and

federal program, maintain and update HOPE Clinic's sliding scale information and forms, etc.);

- Attend on-site/off-site community engagement activities and on-site/off-site clinic events as needed;
- Perform other duties as assigned by supervisor to support HOPE Clinic's Mission, Vision and Values.

**QUALIFICATION REQUIREMENTS:**

- Minimum of one year in health education, patient navigation, and/or health clinic patient assistance field preferred
- Insurance and medical experience preferred;
- Knowledgeable of and maintains HIPAA standards of privacy and confidentiality;
- Must be able to handle multiple tasks, complexity, and diversity of customers;
- Microsoft Office;
- Must be able to utilize the Internet;
- Strong written and oral communication skills;
- Office equipment (e.g., computer, copier);
- Attention to detail;
- Strong customer service skills.

**TRAVEL REQUIREMENTS:**

- Ability to travel to satellite sites and/or off-site locations for events or training as needed;
- Proof of liability and property damage insurance on vehicle used is required.

**EDUCATION and/or EXPERIENCE:**

High School diploma or GED; Associates degree preferred. Experience in the medical field and referral/patient navigation and/or billing/medical records is preferred.

**LANGUAGE SKILLS:**

Ability to read, analyze, and interpret general health and social services guidelines, technical procedures or governmental regulations. Ability to write reports, health correspondence and procedure manuals. Ability to effectively present information and respond to questions from groups or patients, center staff, and the general public.

**MATHEMATICAL SKILLS:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

**REASONING ABILITY:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instruction furnished in written, oral, diagram, or schedule form.

**OTHER SKILLS and ABILITIES:**

- Bilingual in English and Spanish, Arabic, Burmese, Vietnamese, Chinese or another language is preferred;

- Above average skills in language ability as well as public speaking and writing;
- Must have good transportation and a valid Texas Driver's license.

**LEADERSHIP RESPONSIBILITIES:**

No supervisory or direct people management responsibilities. May provide occasional work guidance, technical advice, and training staff.

**WORK COMPLEXITY/INDEPENDENT JUDGEMENT:**

Work tasks are often straightforward, routine, structured and guided by established policies and procedures. Little, if any, independent judgment is required, outside of making basic choice in the selection and application of established methods. The job received frequent, ongoing supervision.

**PROBLEM SOLVING:**

Decisions are made on routine matters affecting few individuals and usually within the confines of the job's own department. Specific job activities and results are typically reviewed closely. There are limited requirements for developing new ideas or changes in methods, procedures or services.

**COMMUNICATION/INTERACTIONS:**

Information sharing - gives and receives information such as options, technical direction, instructions and reporting results. Interactions are mostly with customers, own supervisor and coworkers in own and other departments.

**IMPACT OF DECISIONS:**

Follow rules and procedures. Decisions can have minimal or no impact to HOPE Clinic. Errors can be readily detected, usually by the employee, and, if made, would result in minor expense for correction.

**PATIENT RELATIONSHIPS:**

Follow through with customer inquiries, requests and complaints. Forward difficult and non-routine inquiries or requests to appropriate level for resolution.

**AMERICANS WITH DISABILITIES SPECIFICATION:**

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to stand, sit, talk, hear, stoop, kneel, and use hands and fingers to operate a computer, telephone and keyboard reach;
- Specific vision abilities required by this job include close vision requirements due to computer work;
- Light to moderate lifting (up to twenty pounds) is required;
- Ability to uphold the stress of assisting patients of diverse backgrounds;
- Regular, predictable attendance is required.

**WORKING/ENVIRONMENTAL CONDITIONS:**

Work is normally performed in a typical health clinic work environment which may or may not subject the employee to hazardous or unpleasant elements, noise, crowds, confined/restricted but fire hazard approved desk spaces/rooms and varying temperatures at the clinic. There may be occasional off-site/outdoor assignments with exposure to heat/cold, wet/humid, dry/arid airs or temperatures.

*HOPE Clinic is a smoke-free and drug-free workplace in compliance with federal guidelines.*

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Signature

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Date

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Full Name - Printed