



The Latino Health Insurance Program, Inc.

The Latino Health Insurance Program, Inc. is serving Massachusetts's Latino community. Our mission is to implement a community based and culturally specific model of health insurance enrollment, maintenance and primary care/care coordination for Latino families. The goal of LHIP wellness program is the prevention and early detection of chronic diseases among Latinos in MA.

Job Title:	Clinical Administrator Assistant	Job Category:	Health wellness
Location:	88 Waverly Street, 1 st Floor, Framingham, MA 01702	Travel is Required:	Yes
Level/Salary Range:	Salary and benefit package compensable with experience	Position Type:	Part-time or Full time
Date posted:	12/26/2017	Posting Expires:	January 31, 2018
Internal posting URL:	http://www.lhiprogram.org		

Applications Accepted By:

<p>FAX OR E-MAIL: 508-875-1261 or cleotildemercedes@lhiprogram.org</p> <p>Subject Line: Job Applicant Form</p> <p>Attention: Cleotilde Mercedes- Job Applicant</p>	<p>MAIL: Dr. Milagros Abreu</p> <p>The Latino Health Insurance Program, Inc.</p> <p>88 Waverly, Street, 1st Floor, Framingham, MA 01702</p>
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Job Description

ROLE AND RESPONSIBILITIES

Clinical Administrator Assistant his/her first responsibility is to checking patients at the front desk. She/he will be able to answering phones. Schedule patients for proper appointments. Interviewing patients for case histories in advance of appointments. Compiling medical records and charts. Process insurance payments and billings. Operating computer software and office equipment. Transferring lab results to appropriate clinician. Maintaining supplies and appearance of the office. Other duties as needed. She/ he work with physicians, coordinators, patients' navigators, interns, medical assistants and nurses working and caring for the LHIP patients.

- Take part in trainings in person or webinars to learn about clinic services, such as STEADI, A Matter of Balance, colorectal, breast, prostate, cervical cancer prevention, and chronic disease prevention, such as diabetes, cardiovascular, CDSME, and other relevant trainings for the patients
- Refer patients to LHIP services in need to access and navigate the health care system.



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OTHER POSITION-RELATED TASKS:

- refer patients to follow up for their medical appointments
- Attend clinical staff meetings and assist with preparation of communications and minutes.
- Be able to travel to different communities in Massachusetts.
- Keep all information shared by patients private.
- Other responsibilities are requested

TRAINING, EXPERIENCE, AND SKILLS:

- Certified Medical Administrator Assistant or related field in Massachusetts.
- Excellent Organizational, communication (oral and written), and problem-solving skills.
- Ability to work toward a deadline and adhere to a time schedule.
- Ability to develop positive working relationship with other LHIP staff and diverse populations as well as ability to work independently.
- Access to a car is preferred.
- Able to communicate in Spanish or Portuguese is a plus