



## Office Assistant

**Deschutes Rim Health Clinic**  
1605 George Jackson Rd, Maupin, OR 97037

### Job Announcement

The White River Health District dba Deschutes Rim Health Clinic is seeking to immediately fill an Office Assistant position at the Deschutes Rim Health Clinic. This position serves as the 'patient services representative' for both medical and dental patients and assistant for front office operations.

The Office Assistant will be responsible for a variety of administrative and patient care tasks associated with patient registration, insurance verification, collecting of health data and collection of monies. This position will be expected to abide by HIPAA (Health Information Portability & Accountability Act) regulations for confidentiality and complete required training.

The Office Assistant will join a dedicated team of medical and dental providers, other clinic support staff and a Board of Directors, all committed to providing quality health and dental care services to the citizens of South Wasco County.

### Position Details

**Part-Time Position: 24 hrs/wk** (Monday, Thursday, and 1 adt'l day to be determined)

-OR-

**Full-Time Position: 32 hrs/wk** (Monday – Thursday)

**Hourly Wage: \$20.00/hr**

#### **Benefits:**

**Part-Time:** Opportunity to enroll in Oregon Saves retirement plan, maximum accrual of 40 hrs sick leave

**Full-Time:** Opportunity to enroll in Oregon Saves retirement plan, maximum accrual of 40 hrs sick leave, PTO, 7 paid holidays, up to \$500 health insurance premium stipend

### Position Duties

- Greets and checks in patients
- Responsible for timely and accurate patient registration, including transfer paperwork, verifying demographics, insurance information and obtaining copies of all business documents needed by the clinic to bill for services rendered
- Prepares patient packets for new patients
- Collects copays and/or account receivables and posts into the EMR for daily processing
- Ensures Release of Records authorizations are on file and shares patient records according to HIPAA
- Handles phone calls and schedules appointments for patients
- Responds to patient complaints and refers to management when necessary
- Communicates with physician and patient about labs and other tests
- Initiates patient referrals; completes pre-authorization requirements as necessary
- Scans and faxes documents
- Ensures timely refills of prescriptions and troubleshoots problems with refills
- Keeps records scanned and organized in the EMR; scrubs charts
- Makes follow up phone calls to patients as directed and needed
- Picks up, processes, and distributes mail daily

- Maintains office records and documents, policies & procedures, staff/Board meeting minutes
- Occasionally orders equipment and supplies for medical, dental and office needs (with management approval)

### **Minimum Qualifications**

- High School Diploma or GED; preferably some college courses in business or health care field
- 1 year in an office environment
- Ability to work well with others under pressure
- Ability to communicate well verbally and in writing
- Strong multi-tasking skills
- Competency in computers and software, EMR programs
- Use of initiative and good judgement

### **Preferred Qualifications**

- Education and/or experience in medical office processes
- Knowledge of medical terminology

### **Required Certifications and Training**

- Oregon Driver's License
- HIPAA & EMR training
- Blood Borne Pathogens training

### **Required Prior to Employment**

- Background Check
- TB screening/testing, drug testing
- Oregon Saves enrollment or waiver
- Proof of vaccination or declination for Hepatitis B, MMR, Varicella, Flu, and Tetanus
- Completed Forms: I9, State/Federal W-4

### **Selection Process Timeline**

To be filled as soon as possible, preferably by September 1, 2024.

**To be considered as a candidate, please submit a resume and cover letter, or job application obtained online or at the clinic, to the address or email listed below. *Electronic submission is preferred.***

Lindsay Roper, Clinic Administrator  
White River Health District / Deschutes Rim Health Clinic  
PO Box 219  
Maupin, OR 97037

**-OR-**

**Email:** lroper@deschutesrimhealthclinic.org

**Additional information about the Deschutes Rim Health Clinic can be found at**  
[www.deschutesrimhealthclinic.org](http://www.deschutesrimhealthclinic.org)