

Job Title: Medical Assistant

Department: Medical

Reports To:

Primary Objective: In conjunction with the Medical Director, the MA will oversee the daily medical operations of the facilities. This includes communication with Clinical, Administrative, and Nursing staff in regard to clients under the care and caseload of the Medical Director. The MA will collaborate with the Medical Director and the Clinical Director to provide the best practices treatment for chemical dependent and co-occurring populations. The MA will work primarily with insurers, medication management, and prescribing services to ensure a seamless treatment for clients requiring medical treatment.

Major Responsibilities:

1. Oversee medication monitoring and compliance
2. Work directly with the Medical Director and assist in direct patient care
3. Assist in supervision of technicians managing the medications and application of MAT and Treatment regimen protocols
4. Screen the intake of client's insurance carriers
5. Monitor the protocols for dispensing of medications prescribed to the clients
6. Provide ongoing education to staff and clients on best practices for services provided
7. Be available for consultation of relapse prevention education, crisis management, and phone consults with families of clients
8. Coordinate with pharmacy regarding prescriptions and refills for clients as ordered by the physician
9. Be prepared to respond to emergent medical situations and provide appropriate support until ambulance arrives
10. Provide initial screening of clinic clients
11. Document in ADS
12. Maintain all licensure appropriate to the employment

This job description is not intended to be an exhaustive list of all responsibilities, skills, or efforts associated with this position. Each responsibility listed is important to the successful performance of this job. You may be assigned job-related tasks or special projects in addition to the line items contained in the job description.

Direct Supervision:

Qualifications:

- Current Michigan license. (Maintain all relevant licenses to be able to operate in this capacity.) Preferred Pharmacy Tech, MA, LPN



- Minimum 1-2 years of experience working with insurances for the care of SUD and MH clientele preferably from within an addiction and recovery setting
- Minimum 1-2 years of case manager experience.
- Complete understanding of ICD10 and CPT codes needed for clinic work.
- Ability to work with an interdisciplinary team.
- Ability to make clinical decisions independently.
- Excellent verbal, written, and documentation skills.
- Computer skills
- Desire to pursue continued education to remain current and knowledgeable in the field of addiction medicine.
- Flexible shift hours

Confidentiality: Harbor Hall, has the responsibility to protect clients from any unauthorized invasion of the individual's right to privacy (42CFR Part 2). Additionally, client information is protected health information covered by the Privacy Rule of the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"). You must acknowledge your understanding to protect this information and to not disclose any information about any client in this facility to anyone that is not specifically authorized in writing to receive this information