

**Job Description: MEDICAL OFFICE MANAGER AND PHEP  
ADMINISTRATIVE ASSISTANT/CLERK  
(HEALTH DEPARTMENT / WELLNESS CENTER)**

CLASS NO. 2704

EEOC CATEGORY: Office and Clerical

PAY GROUP: 15

FLSA: Nonexempt

**SUMMARY OF POSITION**

Provides clerical and administrative support services to the County Health Department and Wellness Center, including maintaining accurate immunization patient records, ordering immunizations, compiling and sending state immunization reports monthly, assisting the nurse as required, Coordination of schedules for Wellness Center, Health Department and WIC. Maintaining Wellness Center patient charts, and performing clerical duties such as bookkeeping, and filing, composing and typing reports, letters, and other correspondence. Day to day organization of Fitness Center. Oversight of Employee Wellness program. Organization of yearly Health and Benefits Fair. Time-keeping of bi-weekly payroll for 3 departments. Administrative Assistant/Clerk to PHEP Program.

**ORGANIZATIONAL RELATIONSHIPS**

1. Reports to: Wellness Center Nurse Practitioner
2. Directs: This is a non-supervisory position.
3. Other: Has frequent contact with patients, other departmental employees, the general public, and other Health Care Facilities.

**EXAMPLES OF WORK**

Essential Duties\*

Maintains accurate immunization records, including opening records on new patients, updating old records, maintaining immunization schedules, and notifying patients whose children are delinquent in immunizations;

Maintains and updates patient files; make patient charts; input patient data in Amazing Charts.

Pull patient charts and get ready for nurse;

Schedules patient appointments; reschedule appointments; cancel appointments; schedule follow-up appointments.

Keeps Employee Wellness folders up to date/purging inactive employees, retirees or Indigent patients as needed;

\*for the purpose of compliance with the Americans with Disabilities Act (ADA)  
This job description does not take into account potential reasonable accommodations.  
Updated and Approved CC 1/12/2016

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Keep all medical licenses and contracts up to date and current;

Assists in family planning clinics;

Maintains ongoing inventory of immunization vaccines, STD medications, and receives vaccines from State and mails vaccines to appropriate facilities if needed;

Travels to Mt. Belvieu or Winnie as needed.

Collects immunization and other data for performance-based objectives, monitoring and evaluating sessions, and reports as required;

Involved with Bio Metric monitoring;

Keep current with Bio Terrorism planning;

Performs receptionist duties, including greeting the public, scheduling appointments; answering the telephone, taking messages, referring callers and visitors to appropriate personnel, and providing information;

Operates typewriter, computer, copier, calculator, fax machine, and other office machines;

Performs clerical duties, including typing reports, letters, and other correspondence, maintaining and updating files, and performing bookkeeping duties for Health Department, Wellness Center, WIC and other health programs;

Monitors expenses and notifies County Auditor's office of proper budgets to charge; Request purchase orders to pay out monthly bills;

Accepts payments, issues receipts, and deposits monies received for immunizations and other services performed;

Prepares and issues Indigent vouchers; Monitors monthly budget for indigent spending.

General filing;

Sort out incoming mail and interoffice mail;

Maintain daily data and file daily;

Maintains inventory and orders office and medical supplies as needed;

Purges files annually to the Texas Department of Health Record Retention Policy;

**CLASS NO. 2704 (Continued)**

Other Important Duties\*

Performs such other related duties as may be assigned.

Keep monthly records for yearly Tobacco Reports; reporting monthly and yearly to Wellness Center NP for year-end report.

Keep all billing and coding up to date.

Compile reports at each month end to turn in to Wellness Center NP.

File bi-weekly time sheets for Wellness Center, Health Department and WIC with treasurer's office.

Record sick and vacation time weekly.

Assist with Health Fair planning and organization.

Organize health screening days at Wellness Center.

Oversees Employee Wellness Points Program; involves daily, weekly, quarterly, yearly reporting and statements for various strict points-program oversight, as well as newly implemented biometric measurements.

Management of day to day operation of Fitness Center, and ongoing operation and upkeep.

**PHEP DUTIES**

Performs clerical duties, including typing reports, letters, and other correspondence, maintaining and updating files, and performing bookkeeping duties in accordance with PHEP guidelines, including sending monthly vouchers and reconciling books, assisting in sending B13 monthly and quarterly; and assisting in maintaining inventory of PHEP supplies. Maintain document log of PHEP budget and payments received. Provides administrative support to the PHEP program. Assist with meetings, trainings and education set up by PHEP coordinator. Scheduling of meetings, travel, training under the direction of the PHEP coordinator. Provides general overall administrative support to the PHEP coordinator and the PHEP program.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

*Knowledge of:* bookkeeping and clerical procedures, immunization schedules, and Texas Department of Health records retention policies.

*Skill/Ability to:* deal with patients in a non-judgmental and empathetic manner; demonstrate proficiency in both oral and written communication; understand and follow written and oral instructions; perform basic mathematical calculations; operate modern office equipment, including typewriter, calculator, copier, fax machine, and computer using standard word processing software; maintain complete accurate records as required; establish and maintain effective working relationships with patients, departmental employees, and the general public.

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**CLASS NO. 2704 (Continued)**

**ACCEPTABLE TRAINING AND EXPERIENCE**

High school graduation, or its equivalent, plus at least two year of related clerical experience;

*or* any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

**CERTIFICATES AND LICENSES REQUIRED**

None.