

Medical Assistant - Occupational Health Clinic (9253C)
8694
University of California Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=143346>

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Posted Jun. 26, 2020, removed Jul. 15, 2020

Job Title	Medical Assistant - Occupational Health Clinic (9253C) 8694
Department	
Institution	University of California Berkeley Berkeley, California
Date Posted	Jun. 26, 2020
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Health Sciences - General Environmental/Occupational Health
Apply Online Here	https://apptrkr.com/1936605

Apply By Email

Job Description

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About Berkeley

At the University of California, Berkeley, we are committed to creating a community that fosters equity of experience and opportunity, and ensures that students, faculty, and staff of all backgrounds feel safe, welcome and included. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

The University of California, Berkeley, is one of the world's leading institutions of higher education, distinguished by its combination of internationally recognized academic and research excellence; the transformative opportunity it provides to a large and diverse student body; its public mission and commitment to equity and social justice; and its roots in the California experience, animated by such

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values as innovation, questioning the status quo, and respect for the environment and nature. Since its founding in 1868, Berkeley has fueled a perpetual renaissance, generating unparalleled intellectual, economic and social value in California, the United States and the world.

We are looking for equity-minded applicants who represent the full diversity of California and who demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present in our community. When you join the team at Berkeley, you can expect to be part of an inclusive, innovative and equity-focused community that approaches higher education as a matter of social justice that requires broad collaboration among faculty, staff, students and community partners. In deciding whether to apply for a position at Berkeley, you are strongly encouraged to consider whether your values align with our [\[url=https://apptrkr.com/get_redirect.php?id=1936605&targetURL=https://strategicplan.berkeley.edu/guiding-values-and-principles/\]](https://apptrkr.com/get_redirect.php?id=1936605&targetURL=https://strategicplan.berkeley.edu/guiding-values-and-principles/)Guiding Values and Principles, our [\[url=https://apptrkr.com/get_redirect.php?id=1936605&targetURL=https://diversity.berkeley.edu/principles-community\]](https://apptrkr.com/get_redirect.php?id=1936605&targetURL=https://diversity.berkeley.edu/principles-community)Principles of Community, and [\[url=https://apptrkr.com/get_redirect.php?id=1936605&targetURL=https://strategicplan.berkeley.edu/jour Strategic Plan](https://apptrkr.com/get_redirect.php?id=1936605&targetURL=https://strategicplan.berkeley.edu/jour-Strategic-Plan)[\[url=https://apptrkr.com/get_redirect.php?id=1936605&targetURL=https://strategicplan.berkeley.edu\]](https://apptrkr.com/get_redirect.php?id=1936605&targetURL=https://strategicplan.berkeley.edu).

Application Review Date

The First Review Date for this job is: 7/8/2020

Departmental Overview

As a national collegiate leader, University Health Services (UHS) is a comprehensive campus-based health center providing fully accredited medical and mental health care, education, a major medical insurance plan, and innovative health promotion programs for students, faculty and staff. UHS is deeply committed to ensuring affordable, well-integrated, multidisciplinary healthcare that effectively supports the university's diverse campus communities, through equitable access and culturally competent, high-quality programs and services.

The Clinical Services Program within UHS includes primary care, urgent care, occupational health and specialty clinics, clinical laboratory, pharmacy, physical therapy and radiology. Learn more by visiting [\[url=https://apptrkr.com/get_redirect.php?id=1936605&targetURL=https://uhs.berkeley.edu/\]](https://apptrkr.com/get_redirect.php?id=1936605&targetURL=https://uhs.berkeley.edu/)<https://uhs.berkeley.edu/>

Responsibilities

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Clinic Reception:

Greets patients, verifies eligibility, accurately completes registration of patients using orders.

Answers telephone and refers to appropriate personnel as required to meet patient needs: Takes clear and accurate messages.

Checks clinic voicemail twice daily, in the morning and upon returning from lunch.

Schedules/reschedules patient appointments, using computerized appointment system to maximize clinic efficiency.

Demonstrates priority setting ability and organizational skills.

Assists in maintaining smooth clinic operations and optimal patient flow: demonstrates initiative in carrying out duties.

Directs or escorts patients as necessary. Assures that patients leaving the area have appropriate instructions, forms and referral information.

Helps train and orient new personnel as directed by the Nurse Manager

Assist with Back Office duties as dictated by unit need.

Back Office Assistant

Obtains chart and documents appropriate health history and all patient interactions according to established guidelines.

Rooms patient, takes vital signs. Documents findings appropriately in the EHR and reports abnormal findings to clinicians.

Assists clinicians with examinations and procedures, using sterile techniques if indicated, monitors patient and clinician needs throughout the duration of the visit.

Instructs patients in specimen collection and performs specific testing as defined by the assigned unit, i.e., check visual acuity using Snellen chart, etc.

Assists with wound care and fitting orthopedic supplies such as ace wraps, splints, slings, crutches and instructs patients in use of the same.

Performs duties within the scope of practice for medical assistants in the Occupational Health Clinic.

After completion of training, and within the scope of practice for MA, may provide back up to administer vaccines and TB skin tests when needed.

Assists with Clinic Reception duties as dictated by unit need.

Administrative duties

Responding to emails from claims examiners

Scanning faxes and documents (lab test results, diagnostic studies, letters, medical records, etc.,) into electronic medical record

Assist with processing referrals

Printing documents as needed for appointments

Creating billing sheets when needed for procedures or labs

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Reports, intervenes appropriately and documents unsafe conditions and/or adverse patient conditions. Completes incident reports as per UHS protocol.

Clinic Maintenance and Supplies

Demonstrates ability to use equipment correctly and safely.

Restocks supplies in assigned area, as needed, including patient education material.

Informs nursing manager, or ordering MA, when supplies are low

Unpacks and shelves goods received: must be able to lift supplies.

Cleans rooms assigned areas per protocol.

Process contaminated articles, prepares packs for sterilization, and sterilizes equipment as needed and per infection control guidelines.

Required Qualifications

Has a minimum of one year medical assisting in high volume, fast paced outpatient setting.

Minimum 3-6 month clerical experience in a medical setting using a computerized appointment system and multiple phone line systems.

Excellent customer services skills.

Excellent verbal and written communication skills.

Ability to understand and follow written protocols for patient care.

Must understand and comply with HIPAA, and all regulations regarding the confidentiality of employee medical records.

Must be literate with computer applications for practice management, medical records and patient tracking.

Must be able to work in a collaborative manner.

Adaptability of work assignments in accordance with critical clinic needs.

Demonstrates responsibility and accountability for own practice.

Demonstrates flexibility; accepts assignments willingly or discusses concerns with supervisor/team leader.

Demonstrates knowledge of and applies safety principles as identified by UHS.

Demonstrates punctuality to work and required meetings. Maintains attendance and follows call-in policy as per UHS guidelines.

Education/Training:

High school diploma or GED

Licenses or Certifications:

Current BLS/CPR certification.

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Current Medical Assistant Diploma.

Preferred Qualifications

Prior experience in an occupational health clinic setting
Specialized knowledge of California Worker's Compensation system and occupational health.
Bilingual in Spanish or Chinese language

Salary & Benefits

\$20.98 - \$24.09 per hour. Commensurate with experience. For information on the comprehensive benefits package offered by the University visit:

[url=https://apptrkr.com/get_redirect.php?id=1936605&targetURL=https://ucnet.universityofcalifornia.edu/compensation-and-benefits/index.html]https://ucnet.universityofcalifornia.edu/compensation-and-benefits/index.html

How to Apply

Please submit your cover letter and resume as a single attachment when applying.

Other Information

Employment is contingent on successful completion of: Background Check, Acceptable Medical Evaluation that includes infectious disease surveillance and proof of current required vaccinations or immunity levels, and successful credentials verification (if applicable).

Conviction History Background

This is a designated position requiring fingerprinting and a background check due to the nature of the job responsibilities. Berkeley does hire people with conviction histories and reviews information received in the context of the job responsibilities. The University reserves the right to make employment contingent upon successful completion of the background check.

Mandated Reporter

This position has been identified as a Mandated Reporter required to report the observed or suspected abuse or neglect of children, dependent adults, or elders to designated law enforcement or social service agencies. We reserve the right to make employment contingent upon completion of signed



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statements acknowledging the responsibilities of a Mandated Reporter.

Equal Employment Opportunity

The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or protected veteran status. For more information about your rights as an applicant see:

[url=https://apptrkr.com/get_redirect.php?id=1936605&targetURL=https://www.eeoc.gov/sites/default/files/mig

For the complete University of California nondiscrimination and affirmative action policy see:

[url=https://apptrkr.com/get_redirect.php?id=1936605&targetURL=http://policy.ucop.edu/doc/4000376/Nondis

To apply, visit

[url=https://apptrkr.com/1936605]https://careerspub.universityofcalifornia.edu/psp/ucb/EMPLOYEE/HRMS/c/H

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

N/A

University of California Berkeley

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