

Job Title:	Office Coordinator
FLSA Status:	Non-Exempt
Classification:	Part-Time
Reports to:	Executive Director of Anathallo

Job Summary:

The Office Coordinator works independently, with professionalism and confidentiality, to provide a wide range of administrative support for Anathallo.

Essential Duties:

- Greets visitors, ascertains purpose of visit, and directs them to appropriate personnel; assists patients with questions
- Answers phone calls and directs to appropriate personnel
- Opens and sorts office mail; delivers outgoing mail to the designated mailbox
- Participates in the office emergency routine when required, e.g., distraught patient
- Maintains safe and secure working environment by following and executing standards, processes, and procedures that comply with legal requirements
- Compiles, records, and maintains patient and personnel information
- Operates office equipment, i.e., copier
- Oversees billing and accounts receivable
- Prepares, posts, verifies, and records financial transactions related to accounts receivable
- Delivers cash and checks received by Anathallo personnel to Faith Church Finance Department
- Maintains reception area in a neat and orderly condition
- Maintains office supplies and coordinates maintenance of office equipment
- Troubleshoots issues for electronic health records (EHR) software application
- Maintains patient confidentiality and protects operations by keeping patient information confidential according to Health Insurance Portability and Accountability Act (HIPAA) guidelines
- Processes requests for medical records according to HIPAA guidelines
- Serves as a neutral, confidential point of contact for personnel, patients, and other assigned individuals with the need to provide, request, or otherwise transfer protected health information (PHI)
- Fields and responds to questions, concerns, and complaints regarding PHI security and HIPAA compliance
- Ensures that PHI of personnel, patients, and/or other assigned individuals is maintained and transmitted in a secure and legally compliant manner
- Processes requests for PHI
- Receives and documents complaints concerning possible security breaches; notifies Executive Director for further investigation as appropriate
- Investigates possible data breaches or losses; evaluates and recommends appropriate solutions
- Advises and assists with HIPAA compliance
- Identifies and assesses compliance risks and concerns
- Performs other relevant duties as assigned

Qualifications:

- Strong verbal and written communication skills
- Strong organizational skills
- Detail oriented, skilled in time management, and able to work independently
- Reliable, accountable, and prompt in work management

Education and Experience:

- High school diploma or equivalent
- Two years relevant experience
- Proficient in the use of Microsoft Office, Outlook, and aptitude to learn other software applications
- Knowledge of HIPAA compliance

Special Qualifications:

- Must personally affirm Anathallo's purpose and statement of faith

Work Schedule/Hours:

- 25 hours per week (Monday – Friday)

Physical Requirements:

- Must be able to regularly talk and hear
- Prolonged periods of sitting at a desk and working on a computer
- Must be able to lift up to 15 pounds at times

Supervisory Responsibility:

No direct reports

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Signature:

Employee signature below constitutes employee's understanding of the essential functions, requirements, and duties of the position.

Employee_____ Date_____