



Genevive

Job Description: Clinical Assistant

Job Title: Clinical Assistant

Department: Nursing

Position Summary: This position is essential to support the MSHO team with compiling, tracking, and reporting data. The Clinical Assistant will help the Compliance Manager with audits and other requests from the health plan(s). In addition, this position will be a part of the transition team to support Care Coordinators and members through transitions.

Supervision Received: Care Coordination Compliance Manager

Hours per Pay Period: 80

Classification:

Full-Time

Exempt

Part-Time

Non-Exempt

Education/Qualifications:

- LPN, with active license
- Ability to work independently to maximize potential growth opportunities for the department
- Strong time managements, organization, and communication skills, both verbal and in writing
- Excellent public relations and customer service skills
- Strategic thinker with the ability to communicate effectively with medical professionals at a high level
- Experience in Geriatrics, nursing home preferred
- Proof of current COVID-19 Vaccination or medical or religious exemption on file with Human Resources

Essential Functions:

- Review and collect patient data from Care Coordination staff
- Assist with audits
- Track PCA dates and ensure reporting is accurate
- Death reporting
- Compile all Part C data and send to Health Plans
- Enter data into Genevive reporting system with accuracy
- Work with the transition team to make member and physician calls
- Assist with entry into state reporting systems (MMIS or equivalent)
- Follow HIPAA guidelines when accessing and sharing patient information

Physical/Mental Demands and Work Environment:



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- Work is performed in a normal home office environment
- Requires sitting and standing
- Perform highly complex and varied tasks requiring independent knowledge and its application to a variety of situations, as well as exercise of independent judgment
- Requires the use of office equipment, such as copiers, computers, telephones and fax machines
- May view computer screens for long periods of time.
- Vision must be correctable to 20/20 and hearing must be in a normal range for telephone contacts.
- Contract with nursing home staff, physicians, patients and families at nursing home may be frequent and interruptive.
- Must be able to prioritize activities when faced with competing demands.

The demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Employee Signature _____

Date _____