

Job Title: Medical Clerk

Job Location: NASA's Kennedy Space Center, FL

Job type: TEMPORARY, Approx. length of assignment 90 days

Job Classification: Non-Exempt

Where to apply: imssfl.com

DUTIES / RESPONSIBILITIES:

This temporary position will provide support to the Occupational Health program and staff. Principal areas of endeavor are in support of data management, records keeping, scheduling, reception area, and general clerical services.

- Performs duties in support of a multi-functional medical administrative section to verify physical examination requests, schedule appointments, perform medical reception, records and data entry services, work within the limits of standard procedure
- Processes electronic medical appointment requests from initial scheduling to completion and completes data entry into multiple computer systems
- Determines examination elements required for medical certification and annotate employee health records as deemed necessary
- Prioritizes physical examination request for scheduling based on certification requirements and examination considerations
- Prepares schedules, validates accuracy of schedule, makes final schedule changes and produces and distributes final examination daily schedules
- Issues completed medical job certifications to employers through the electronic systems and ensures appropriate entry into the Training Records System.
- Enters completed patient physical data and associated data parameters in appropriate computer program

- Maintains paper medical records in an organized system, produces printed labels, retrieve and set up charts, copy and release medical records per company and HIPAA guidelines, and file laboratory reports
- Greets patients, responds to questions, provides directions and explains and assists with the preparation of required forms. Monitors radios and directs lines between medical and other support facilities and maintains related logs of these activities. Answers telephones, directs callers, provides responses to routine questions, pages personnel as required and effectively communicate emergency notifications.
- Assists in active implementation of company initiatives to ensure compliance with OSHA VPP, ISO, JCAHO and other mandated regulatory or conformance regulations/standards.

QUALIFICATIONS:

Education / Training:

A high school diploma or equivalent and a minimum of one year of experience plus some additional training in a specified discipline such as medical terminology and scheduling. Experience with medical records maintenance and processing and reception are desired. This position must maintain current CPR certification.

Knowledge / Skills / Abilities:

This position requires knowledge of computer, electronic health records, HIPPA, Microsoft Word, usual peripherals and common office equipment and related standards, regulations and administrative techniques. Requires the ability to read and interpret written information and effectively communicate verbally.

Working Conditions:

Must thrive in a team atmosphere and effectively work with all levels of employees. General office environment may require minor lifting and bending.

Complies with all Company safety policies and site-specific safety procedures. Participates in and supports the KEMCON safety program. Ensures safe operating conditions within area of responsibility. Identifies potential hazards, concerns, and safety incidents and reports to supervisory personnel.

We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.

IMSS is a drug-free workplace.