



Work for a small, innovative primary care clinic where you will be a valued part of a collaborative clinical team!

About Us

Orchid Health was founded six years ago with the belief that the most effective way to improve the health of our communities is through integrated patient-centered care that takes the time to listen to and build trusting relationships with each patient. We are committed to our communities and each other and are proud of the positive feedback and reputation that we have built.

We now see over 4,000 patients at our three clinic locations and are currently hiring for a limited duration (approximately 3 month temp position) Patient Support Specialist/Medical Assistant Float to deliver exceptional and compassionate care to all patients at our clinic in Blue River, Oregon.

Essential Job Functions

In the role of a Patient Support Specialist/Medical Assistant Float, you will work closely with the front office and back office medical team to support each department's needs. This position offers the opportunity to expand your professional MA skills while working as part of an innovative, patient-centered team.

We welcome applicants who fit the description below and are happy to discuss any questions that you may have before applying.

Patient Support Specialist

- Warmly and professionally greet patients as they check into the clinic for their physical and/or behavioral health appointments.
- Answer phone calls, schedule patient appointments, answer patient questions, and be able to identify when patients need to discuss questions with a medical professional.
- Handle incoming faxes by passing them off to the appropriate staff member and/or uploading documents to patients' electronic health records system.
- Determine insurance eligibility.
- Determine, present, and collect valid insurance copays and deductibles.
- Carry out prior authorizations as necessary.
- Verify patient chart information is accurate.
- Calmly and professionally respond to healthcare crises as the first line of interaction.
- Effectively utilizing our EMR system.

Medical Assistant

- Ability to room patients, take vitals, give injections (including immunizations), and support providers with patient management.
- Perform proper documentation of patient history, medications, and other relevant information according to the guidelines you have been provided.
- Knowledge of chronic diseases and related health maintenance and preventative care protocols preferred.

- Excellent verbal, written, and problem solving skills through professional communication.
- Show compassion and professionalism when interacting with patients.
- Support clinical and facility requirements as directed (i.e. clean exam rooms, restocking medical inventory, etc.)

Education and Experience:

- High school diploma or GED certificate
- Minimum of 1 year medical office experience
- Current national certification for medical assistant preferred
- Minimum of one full year of experience in a primary care office
- At least one year in an office position where daily interaction with customers occurred
- Technology savvy - those who are able to type 40+ WPM, have experience with EHR systems are preferred

Compensation:

\$19-\$21/hour depending on experience, skills, and cultural add.

At Orchid Health, we strive to be a place where a diverse mix of talented people want to come, to stay, and do their best work. We believe in diversity of race, gender, sexual orientation, religion, ethnicity, national origin, and all the other fascinating characteristics that make us different.

For more information about Orchid Health, visit our website at www.orchidhealth.org. Thank you!