

Requisition 17-0031

Job Summary

The Ward Clerk primarily responsible for scheduling of appointments (if appropriate), managing tasks for the providers, submission of referrals, back-up reception as needed, ability to access, understand, and process tasks and duties in the electronic medical records system, have HEDIS and I-Star knowledge and participation, and act under the supervision of the Office Manager and the Vice President of Health Services. They must maintain adherence to policies, procedures and regulations of Bakersfield Family Medical Group (BFMG)/ Coastal Communities Physician Network and participate in an interdisciplinary and inter-facility approach to achieving the mission, philosophy, and goals of BFMG.

Requirements

1. High school graduation required.
2. Knowledge of computers.
3. Working knowledge of Appointment Scheduling preferred.
4. Graduate from an accredited Medical Assistant Program
5. Certification by the California Certifying Board for Medical Assistants or be a Registered Medical Assistant
6. Current CPR certification
7. One year experience in a physician's office or clinic preferred
8. Current venipuncture certification