



Madrone Mental Health

Job Title: Medical Front Desk Reception

- Assist PMHNP's with all needs; including answering incoming calls, referral/wait list management, scheduling, prior authorizations, medication refills, and medical records requests
- Assist PMHNP's with taking client vitals
- Clerical duties such as processing client opening and closing paperwork, checking insurance eligibility, collecting copayments, reporting OHP client information into MOTS system, internal chart reviews, and filing/scanning
- Assists in record keeping and documentation for all patients
- Keep reception area neat and tidy
- Assist Program Assistant, as needed
- Cross training on all other admin position's tasks and covering as needed
- Assist kitchen staff, as needed
- Performs other related duties as assigned

Requirements

- Bachelor's degree with major course work in psychology, social work, business administration, or a related field preferred, but not required
- CNA preferred, but not required
- Experience working in a mental health environment preferred
- Experience working with Word and Excel preferred
- Experience with record keeping and documentation preferred
- Must meet any required state certification or licensing criteria
- Must pass state required DHS Background Check.

FTE: 1.0 FTE

Salary: 17-20 per hour, depending on education and experience

Benefits: This position becomes eligible for benefits on the 1st of the month following 30 days of employment at a minimum of 0.5 FTE. The benefit package includes the following.

- Medical and dental benefits for the employee, covering 100% of premium. The employee may elect medical and dental insurance for their spouse/partner and children at the employee's own expense.
- A Simple IRA retirement plan and up to a 3% employer-matched contribution.
- Vacation time is accrued at the rate of 6.5 hours per month for 1 FTE. Vacation time accruals are prorated according to FTE (e.g., 0.5 FTE accrues 50% of 6.5 hours per month, or 3.25 hours).
- Sick time is accrued at the rate of 8 hours per month for 1 FTE. Sick time accruals are prorated according to FTE (e.g., 0.5 FTE accrues 50% of 8 hours per month, or 4 hours).
- 9 paid Holidays

Starting Date: ASAP

Supervisor: Pheobe Mae

Employee files will be accessed during the selection process

Madrone Mental Health is an EEO/AA employer

We encourage trans/gender diverse applicants to apply for open positions at Madrone Mental Health