

Pregnancy Aid Centers, Inc
Westmoreland Volunteer
Job Description

Position Title: Medical Assistant/Case Manager

Westmoreland Volunteer offers friendly, courteous, and confidential assistance to every patient to ensure that the patient has a positive experience while at Pregnancy Aid Center. Assist with the provision of the quality services, conducts psycho-social intake, and case management of clients. She/he maintains accurate information on each patient to facilitate the patient encounter. Support PAC's Mission Statement and complies with policies and procedures of the Organization.

Duties and Responsibilities:

1. Open electronic medical history charts for new pregnant and family planning patients.
2. Runs pregnancy tests and provides options counseling.
3. Interviews clients and determines if they are eligible for Medicaid, Title X, BCBP, AHN, self-pay maternity programs that are a part of the financial screening process.
4. Schedules specialty consults.
5. Maintains familiarity with various types of Medicaid Health Plans and AFA plans and is able to explain them to patients.
6. Makes calls to patients who have missed their appointments and reschedules them.
7. Accurately enters patient information in Medisoft and Ahlers databases.
8. Follows up on Medicaid eligibility concerns with the DMHM or local health department.
9. Works as a team with other social work interns.
10. Demonstrates a positive, can-do attitude in responding to employee and patient's needs.
11. Attends in-service and/or trainings.
12. Other duties as assigned.

Minimum qualifications

Able to use standard office machines

Knowledge of women's health conditions and services

The Westmoreland volunteer works under the supervision of Mary Jelacic, LCSW-C the Clinical Social Worker.

Regular working hours are 9:00 am to 5:00 pm Monday through Friday.