

# MAINE MARITIME ACADEMY

A College of Engineering, Management, Science, and Transportation

## ADMINISTRATIVE ASSISTANT – HEALTH SERVICES

### POSITION OVERVIEW

Employee provides clerical and administrative support to Health Services in accordance with well-defined procedures. Additionally, as the initial in-take person for this position requires taking and recording vital signs and medical histories and preparing patients for examination. As Department of Transportation (DOT) collector for the drug testing program, this position will be required to take urine samples and processing all relevant paperwork of same.

### DUTIES

- Responsible for the collection of urine samples for DOT drug tests, completing the appropriate paperwork required for the samples to be sent as well as tested, filing the negative tests and reporting positive results to the Director and the Medical Review Officer for further action.
- Maintain data and respond to requests for information regarding Coast Guard Drug program.
- Clinical duties include taking and recording vital signs, medical histories and preparing patients for examination.
- Administer color vision and eye chart tests.
- Maintain proficiency with and knowledge of current DOT Urine Specimen Collection Procedures Guidelines and DOT agency regulations. Keep abreast of any changes to same.
- Assist students with submission of student health insurance forms, coordinate with finance department, admissions, and the regiment.
- Responsible for assisting students with obtaining health services utilizing health insurance as needed. Work with insurance vendor to respond to student questions related to policy coverage and claims.
- During Director's absence, process and review students' paperwork, determine if waiver needed, coordinate with Director long-distance regarding same.
- Remain current with HIPAA regulations regarding proper filing, transmission and safeguarding of medical files/information.
- Prepare and edit general correspondences, memorandums, reports and presentations as assigned.
- Maintain calendars. Schedule meetings and conferences for Director.
- Record information and maintain departmental records.
- Operate all office equipment, order supplies and submit help desk tickets as required.
- Prepare out-going mail.
- Act as a receptionist, answer telephone and communicate routine information to internal and external audiences.
- Schedule appointments for students with other providers as necessary.
- File information in and extract information from physical and/or computer files.

- Perform routine office tasks and inventory of supplies.
- Prepare purchase orders for approval.
- Other duties as assigned.

*This job description reflects the general duties of the job but is not a detailed description of all duties which may be inherent to the position. The Academy may assign reasonably related additional duties to individual employees consistent with policy and collective bargaining agreements.*

### **SKILLS**

- Application and intermediate knowledge of office practices and procedures.
- Proficient computer skills to include use of email system, calendaring, and Microsoft Office products.
- Ability to assess or be trained to assess basic medical vital signs such as temperature and blood pressure.
- Effective phone etiquette skills.
- Must be able to communicate effectively in both written and verbal form.
- Must maintain confidentiality of work related information and materials.
- Must establish and maintain effective working relationships.
- Excellent customer service skills.

### **QUALIFICATIONS**

- High School graduate required, Associate's degree preferred.
- 2-4 years administrative experience in a customer-service setting, medical office setting preferred.
- Proficiency with MS-Office suite or similar programs required.
- Customer service, flexibility and strong interpersonal skills required.
- Knowledge of medical terminology, medical laboratory procedures and health care office operations and workflow preferred.
- Trained and certified as a DOT collector for Drug Testing preferred.

### **SPECIAL CONDITIONS**

This position requires a Criminal Background Check.

### **PHYSICAL/ENVIRONMENTAL FACTORS**

- Requires sustained use of computer monitor and keyboard.
- Work is in an indoor office environment.
- Interacts with other employees and students.
- Maine Maritime Academy is a tobacco-free campus.

Maine Maritime Academy Position Factor Evaluation

Job Title: Administrative Assistant  
Health Services Job Code: tbd

Wage Grade: 14 Total Points: 362

	<u>Factor</u>	<u>Degree</u>	<u>Points</u>
1	Knowledge and Skill	4	144
2	Effort		
	I. Mental and Visual Effort	4	32
	II. Physical Effort	2	20
3	Responsibility for Cost Control	3	24
4	Responsibility for Others		
	I. Injury to Others	3	24
	II. Supervisory Responsibility	1	8
	III. Sensitive Information and Records	5	40
5	Working Conditions	3	30
6	Responsibility for External and Internal Relations	5	40

Date of last reclassification 05/2018