

## SENIOR MEDICAL ADMINISTRATIVE ASSISTANT

### DEFINITION

Under the direction of the Director, Student Medical Services, oversees the day-to-day operations in the Student Medical Services Branch (SMS) and the Community Partnerships and Medi-Cal Programs, including coordinating physicians' schedules, administering personnel activities, and monitoring budgets.

### TYPICAL DUTIES

Administers and implements or provides advice regarding the business, administrative, financial, budgetary, or management aspects of SMS and Community Partnerships and Medi-Cal Programs. Monitors and coordinates work-flow and ensures the timely completion of duties assigned to physicians and lower-level personnel.

Assists in revising, formulating, and maintaining consistency in administrative policies and methods of the SMS and Community Partnerships and Medi-Cal Programs.

Liaises with programs and services within the District, managed care organizations, and community institutions for the Director, Student Medical Services and attends meetings as requested.

Studies office layout and facilities and makes recommendations regarding allocation of space and facility improvements or alterations.

Assists with addressing environmental health issues/emergencies and other initiatives relative to SMS that the District may implement.

Schedules school physicians and medical experts to ensure coverage at SMS clinics and vision clinics and to respond to student health matters such as Individualized Education Programs (IEP's), due process, medical permits, exemptions, exclusions, and sports participation waivers.

Develops and maintains confidential files of student medical evaluations and personnel records.

Prepares analyses of cost proposals, budgets, and other facets of financial management.

Prepares correspondence, reports, bulletins, memoranda, presentations, request for proposals, grants, research documents, and procedures and reviews and edits materials prepared by others.

Makes arrangements for meetings, develops agendas, secures speakers and facilities, and makes hospitality arrangements when requested.

Performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Senior Medical Administrative Assistant oversees the day-to-day operations in the Student Medical Services Branch (SMS) and the Community Partnerships and Medi-Cal Programs including coordinating physicians' schedules, administering personnel activities, and monitoring budgets.

A Medical Administrative Assistant provides administrative support to the Director, Student Medical Services or the Medical Director, Employee Health Services relative to student medical services, employee health, and public health.

### SUPERVISION

Supervision is received from the Director, Student Medical Services. Supervision is exercised over Medical Administrative Assistants, Medical Assistants, and clerical staff.

## CLASS QUALIFICATIONS

### Knowledge of:

Public health practices, medical terminologies, medical billing and health insurance such as CHDP, Medi-Cal, Healthy Families, and capitation fee arrangements with Health Maintenance Organizations (HMO)  
Structure and purpose of ICD9, CPT coding, health care licensing, and certification requirements  
Principles and practices of business and public administration, particularly as related to organization and personnel management, planning, research, and budget  
Principles of work simplification and form design  
Modern office methods and procedures

### Ability to:

Plan, coordinate, and participate in activities of the SMS  
Conduct and coordinate organizational management studies and develop solutions to problems  
Revise and formulate organizational policies and methods  
Exercise sound judgment and maintain confidentiality regarding sensitive information  
Interpret medical terminologies, policies, and bulletins  
Work effectively with District personnel, representatives of other organizations, and the public  
Analyze and interpret rules, regulations, and policies  
Prepare and edit reports, bulletins, and other materials  
Plan and supervise the work of others  
Operate an office computer and various software

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from a recognized college or university with a bachelor's degree in biology, public health, nursing, or a health related field. A master's degree in public health, health, or a related degree from a recognized college or university is preferable.

### Experience:

Five years of experience in administrative or staff positions in the health field that included responsibility for such activities as personnel management, budgeting, administrative analysis, or liaising with health services and managed care organizations. Two years must have been in a supervisory capacity. A master's degree in public health or a related degree from a recognized college or university may be substituted for one year of the required non-supervisory experience.

### Special:

A valid California Driver License.  
Use of an automobile.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skill, and abilities. Management retains the discretion to add or change typical duties of the position at any time.

Revised  
07-11-12  
JPK