



The New England Center
for Children®
Autism Education and Research

HEALTH SERVICES ADMINISTRATIVE ASSISTANT

Overall Responsibility:

Under the supervision of the Health Services Clinic Operations Manager, the Health Services Administrative Coordinator provides secretarial and administrative support to the department. Complies with FERPA regulatory guidelines and NECC departmental policies regarding the privacy and confidentiality of patient and personnel information.

Specific Job Responsibilities:

- Answers incoming calls from school staff as well as outside callers (families, medical providers)
- Schedules appointments with outside providers and secures documentation upon completion of the appointments
- Inputs appointments (in house clinics and outside appointments) on Student Medical Appointment Calendar and invites appropriate teams
- Files medical information in electronic health record
- Utilizes student database, entering information with updates as appropriate
- Creates Medical Charts for new admissions; Faxes information regarding insurance, addresses and phone numbers to PCP and pharmacy
- Archives discharged students' records
- Monitors use of Mass Pike transponder, cots, thermometer, nursing van
- Maintains medical and office supplies; maintains appearance of the office and exam rooms
- Completes copy request for student records from outside agencies
- Quality checks office equipment, including thermometers, urocheck
- Coordination, facilitation and maintenance of clinic schedules (Audiology, Dental, Vision)
- Creates and forwards weekly schedule
- Supply management
- Track and submit purchase orders to the business office

Assists nursing with delegated tasks:

- desensitization procedures
- preparation of IEP forms
- preparation of medication consent forms
- Participates in weekly department meetings

Qualifications:

- Preferred 2-4 years administrative support/office management
- Minimum high school degree, Bachelor's degree preferred
- Proficient in necessary computer skills (Word, Power Point, Excel, Outlook)
- Ability to work as part of an interdisciplinary team
- Familiar with student population preferred

To apply please email a current resume to jobs@necc.org