

Western MT Mental Health Center  
209 N. 10<sup>th</sup> St., Ste. A  
Hamilton, MT 59840  
Phone: 406-532-9101  
Fax: 406-363-4498

**Position:** Medical Assistant

Hours: 20 hours/week

Close Date: Open till filled

**Job Summary:** Under the supervision of the nursing supervisor, is responsible for the provision of client services and administrative duties delegated to the care of clients in the integrated Medical Assisted Treatment (IMAT) within the scope of a medical assistant's (MA) training.

**Essential Duties & Responsibilities:**

- Maintain medication securement, supply, and med clinic inventories, organization and cleanliness.
- Work with the IMAT Team to develop treatment plans and provide documentation as appropriate or required.
- Generate termination reports and coordinate care to include notifications and 30 day notice letters to the client with a list of alternate provider options in the community if applicable.
- Assist with scheduling for the IMAT team and cover the front desk as needed.
- Monitor, update and provide quality assurance and coding provisions for medical billing and productivity reports.
- Fax, mail, and e-script prescriptions to the pharmacy as instructed by the supervising licensed staff.
- Import lab results into the appropriate EMR as received, notifying the provider of abnormal results.
- Type support letters as requested for providers and consumers.
- Complete prior authorizations as instructed by supervisor.
- Triage and return medical/nursing phone calls.
- Input and maintain current consumer medications lists in the EHR.
- Coordinate drug reps, luncheons, and maintain sample medication stock as requested by RN/Supervisor.
- Report medication changes to treatment team in accordance with IMAT program and WMMHC policy.
- Triage walk-ins and new intakes by collecting vital signs, medical/psychiatric histories, and past/current medications, document appropriately and report results to the RN or APRN on staff as needed.
- Supervise and assist scheduled consumers by providing medication counts, take and record blood pressure, weight and medical testing.
- Collect UDS (urine drug screens) for consumers, prepare specimens for lab delivery as ordered by provider.
- Abide by the employee Code of Ethics, Policies, Procedures and Values set forth by Western MT Mental Health Center.
- Accurately complete personal daily timesheets, clinical documentation, and appropriate billing logs and submit to supervisor in accordance with program policy.
- Complete required trainings as directed by WMMHC.
- Attend and participate in all required meetings unless excused by Supervisor.
- Advise the Service Line Director and supervisor in advance of any possible or pending involvement in legal proceedings regarding professional services rendered by any employee.
- Complete all required paperwork in compliance with the managed care Contract, state Standards and WMMHC Policies and Procedures.

**Additional Duties & Responsibilities:** Perform additional duties which may be assigned by the Service Line Director and/or supervisor that may be specific to program or regional needs.

**Minimum Education, Experience & Licensing Requirements:** Must have completed a medical assistant (MA) program and be eligible to take the state certification exam. Certification completion and one-year experience working with adults with mental and/or co-occurring illness is preferred.