The University of California Hastings College of the Law was founded in 1878 as the law department of the University of California and was the first law school in California. Over the years, it has built a legacy and reputation of being a preeminent institution comprised of renowned faculty committed to the study of legal theory and research, preparing students for careers in the judicial system, public service, and industry.

The College is redefining legal education through an experiential, interdisciplinary, and international approach to the law. By integrating rigorous academics with hands-on practice, the College is preparing its graduates to tackle the legal challenges—and leverage the opportunities—of the 21st century.

Medical Administrative Support Coordinator
STUDENT HEALTH SERVICES

Classification: Level 2 / Class Code 2050 / Exempt / Part-Time / Represented / Benefited
Hiring Salary Range: $21.87 – $30.83 hour (commensurate with qualifications)

Work Hours:
The work schedule (August- May) for this part-time position is established as follows:
Monday, Tuesday and Thursday, 8:30 a.m. - 3:30 p.m.;
Wednesday, 10:00 a.m. - 5:00 p.m.; Friday, 8:30 a.m. - 1:00 p.m.
The work schedule (June- July) for this part-time position is established as follows:
Monday- Friday, 8:00 a.m. – 1:00 p.m.
Some flexibility with summer hours.
Posting Date: August 28, 2015

THE ROLE
Under the direction of the Manager-Student Health Services, the Medical Administrative Support Coordinator is responsible for the administrative support and technology functions of the Student Health Services Department. (August- May: 30.5 hours/week; June and July 25 hours/week)

RESPONSIBILITIES
Typical duties and responsibilities consist of, but are not limited to, the following:

- Prepares medical charts and creates medical forms; provides general reception, schedules appointments and maintains physicians’ calendars, assists with rooming patients and preparation of exam rooms as needed, and alerts RN or clinic manager re: patients with immediate physical or emotional needs.
- Primary student contact re: utilization of SHS and UC Student Health Insurance Plan (UC SHIP) coverage.
- Primary contact person for UC SHIP claims process, for Student Health and Dental Insurance Account Representatives, and day to day UC SHIP waiver process with Wells Fargo and UC Hastings IT.
- Creates, maintains, and continually updates UC SHIP referrals and database.
- Transmits referrals electronically via secure email to medical insurer, keeping current with insurer’s requirements for referrals.
- Participates in meetings re: UC SHIP.
- Independently reviews records for completeness, flags records for RN review, maintains continuous follow-up communication with students regarding missing information; places and removes holds (datatel) regarding student admissions paperwork.
- Prepares statistical and narrative reports, memoranda, letters, and medical reviews.
• Maintains inventory, consisting of medication labels and all front office supplies.
• Independently maintains the Student Health Services website, provides ongoing UC SHIP updates to website, coordinates website maintenance/updates with IT, continually monitors and updates website to meet current ADA requirements.
• Designs departmental brochures, pamphlets, etc.
• Independently schedules and arranges departmental events such as health fairs, educational programs, animal assisted therapy, and chair massage.
• Publicizes and promotes departmental events and announcements using the Hastings Weekly, e-mail, and posters.
• Updates data, costs and locations for referral sites and researches new referral services and community resources.
• Prepares and maintains records regarding purchase orders and expenditures.
• Checks and maintains four or more SHS email addresses daily

**REQUIREMENTS**

**EDUCATION AND EXPERIENCE**
• Completion of High School and a minimum of two years of related administrative support work experience, preferably in a medical, educational, or clinical work environment.
• Medical office and health insurance experience preferred.
• Some college preferred.

**KNOWLEDGE, SKILLS & ABILITIES.**
• Articulate and demonstrate familiarity with computerized office systems to include word processing, WordPerfect and/or Microsoft Word and Excel, and familiarity with maintaining a web site.
• Organize and prioritize tasks; maintain confidentiality of student health records; interact professionally and courteously with a diverse community.
• Communicate effectively both orally and in writing.
• Project a calm and professional manner in a fast-paced clinical setting.

**BENEFITS**
• Comprehensive medical, dental and vision insurance coverage
• Life Insurance
• University of California Retirement Plan (defined benefit)
• Disability Insurance
• Legal Insurance
• Generous vacation and sick leave
• Thirteen paid holidays per year
• Pre-tax Retirement Savings Programs
• Flexible Spending Accounts for transportation-related, healthcare and dependent care expenses

**THE HIRING PROCESS**
To apply, go to:

Failure to provide the information as required on the application form including attaching a cover letter and a resume shall immediately disqualify an applicant from employment consideration.

Please Note: **This position has been designated as “sensitive” and requires a pre-employment background check.**
Federal law requires employers to provide reasonable accommodation to qualified individuals with disabilities. Please contact Human Resources if you require a reasonable accommodation to apply for a job. Examples of reasonable accommodation include making a change to the application process, providing documents in an alternate format, using a sign language interpreter, or using specialized equipment.

WHAT TO EXPECT
Applicants who meet the position requirements will be competitively evaluated to identify the individuals whose breadth and depth of experience and education most closely relate to the stated requirements and the needs of the College. Depending on the quality and number of the applications received, only the better qualified applicants may be contacted for an interview. The position is open until filled.

UC Hastings College of the Law is an Equal Opportunity Employer