



DOCTORS
UNLIMITED SC.

Providing Physician Coverage Where Needed

DBA: IntegraCare Clinic

1750 E. 87th St., Suite 109, Chicago, IL 60617

POSITION: Medical Administrative Assistant

Employer Information

Organization Name: **Doctors Unlimited Service Corporation, DBA: IntegraCare Clinic**

About Our Organization: Doctors Unlimited SC is a medical corporation that was founded in 2010 by a double board-certified physician, Otuonye E. Onyewuchi, MD/MPH in Internal and Preventive Medicine. The company takes pride in offering compassionate and comprehensive medical services to its patients, providing patient centered-quality care wherever needed: at the comfort of patients' homes, in the hospital or clinic setting.

Job Location: Chicago, IL

Hours/Week: Part Time or Full Time

Starting Salary: DOE/ Negotiable

Clinical Duties

- Schedule all clinic appointments and update calendars
- Answer telephones and take messages or transfer calls
- Perform specific health care-related duties, such as giving new patients' forms to obtain patients' medical histories, gather pertinent information for charting, and enter received patient's data into EMR
- Check patients in at the front desk and check them out after their appointments using eClinical Works
- Interview patients for case histories prior to appointments
- Verify insurance eligibility (most preferably prior to each patients' clinic visits); confirm and collect co-pays as applicable per insurance requirement
- Manage and maintain accurate records of clinic patients to ensure patients are called for due follow-up
- Maintain accurate tracking and records of all available insurance companies covering practice community, making sure to know when new insurance companies are approved under the Obamacare and submit credentialing documents for all practicing providers and Doctors Unlimited SC to be included in the network, keeping track of changes and new requirements at beginning of each year
- Explain practitioners' orders to patients as directed during patient check out
- Order and maintain supplies of all office supplies/materials needed, making sure supplies are always available and insuring accurate records of all inventories and office supply orders
- Ensure that prescriptions, labs and diagnostic tests ordered for patients are handled as soon as possible after clinic visits
- Support Medical Director and Director of Operations Management with various administrative duties as assigned including:

Phone: 773-933-9300

Fax₁: 773-933-9302

Fax₂: (877) 202-6904

E-Mail: enquiries@docsunltd.com Web: www.docsunltd.com Toll Free: (855) Docs Unltd (362-7865)

- Arranging staff meetings
- Editing company correspondences and ensuring document accuracy
- Serve as the point-of-Contact between the various rotating students schools, coordinating and facilitating the students' rotation program, while giving assignments appropriate to study area
- Assist with coordination and implementation of marketing plans geared for patient load increase
- Perform ad hoc duties as may arise
- Handle incoming and outgoing mail, and distribute to management appropriately
- Maintain electronic and paper filing system ensuring documents are appropriately designated
- Draft routine memos and other reports
- Prepare billing data in a timely manner and occasionally perform billing in the absence of biller
- Review plan of cares (485s) and prepare CPO, verifying that contents are per physician's recommendations and orders before presenting to the physician for signature

During periods of high intensity the MAA will assist the clinical MA with the following

- Triage patients by taking and recording vital signs: pulse rate, temperature, blood pressure, blood sugar, weight, and height, create patients' charts, perform diagnostic tests, and draw blood if skilled
- Arrange the examining room equipment, preparing the treatment rooms and patients for examination, assisting where needed in examination and treatment of patients
- Drape patients with covering and position instruments and equipment
- Hand instruments to the practitioner during procedures as directed.

Required Skills

Bilingual (Hispanic or French) preferred but may consider others. Must know or be willing to learn blood draw; Medical office administration, computers and software programs (Apple computer and MS Suites), basic knowledge of human anatomy, medical terminology, and billing and coding are critical. Effective organization and multi-tasking, team spirit, interpersonal, customer service, detail-orientation, verbal and written communication skills are strongly required.