Position Title: **COORDINATOR FOR CLINIC OPERATIONS**

Department: Academic Affairs

Reports To: Dean of Clinics

Classification/ FLSA Status: Level II (Exempt Administrative)

Primary Function: The coordinator for clinic operations, under general supervision, performs complex administrative support duties; facilitates the smooth operation of the clinical educational program; performs duties governed generally by broad instructions, objectives and policies involving frequently changing conditions and problems; and serves as the Health Center Health Insurance Portability and Accountability Act (HIPAA) Privacy Officer.

Key Responsibilities:

1. To assist in Health Center operations regarding activities, committee work and deadlines
2. To assist the Health Center administration with the management of health center operations
3. To assist and support personnel in maintaining smooth operation of the Health Center
4. To practice and demonstrate caring, compassionate, and ethical behavior toward co-workers, patients and students
5. To maintain a working knowledge of all Health Center and related academic policies
6. To ensure smooth operation of the Health Center by continually monitoring and evaluating processes along with the dean of clinics
7. To prepare, submit and manage an annual budget for supplies pertaining to the Health Center, Clinic Entrance Examination and Clinical Proficiency Examination.
8. To schedule, prepare agendas and record, type and distribute the minutes of any appropriate Health Center related meetings, as directed
9. To have a thorough understanding of the Electronic Health Records (EHR) system operations
10. To serve as main point of contact for EHR vendors
11. To organize and conduct meetings for the master user group of EHR software

12. To log, monitor and update EHR passwords

13. To update, order, publish and maintain Health Center forms

14. To update, process and distribute all internal and external health center correspondence

15. To maintain and log Conduct and Incident Reports for the Health Center and report to the appropriate personnel

16. To collaborate with the dean of clinics for Health Center projects

17. To collaborate with the chair of clinic curriculum for faculty training

18. To collaborate with the dean of clinics for onboarding, training and development of staff members

19. To ensure the deactivation process is completed in the event of an employee termination

20. To collaborate with the Offices of Academic Affairs and Institutional Effectiveness to enhance Health Center operations in line with the strategic plan

21. To communicate and post Health Center hours (including special holiday/break hours) as appropriate.

22. To prepare and distribute the “Intern of the Month” candidate list

23. To plan and facilitate the quarterly Intern Pinning Ceremony

24. To lend enthusiastic support to college policies and to fellow co-workers, particularly in the presence of students and support personnel

25. To participate in the annual Lyceum program

26. To demonstrate commitment to the mission of Sherman College

27. To assume any other duties that may be assigned by the dean of clinics

Health Center HIPAA Privacy Officer Responsibilities:

1. To oversee the Health Center Business Associate HIPAA agreements and update as necessary

2. To collaborate with the college compliance officer to ensure the Health Center Compliance Plan is reviewed annually and revised as necessary

3. To establish a work force training schedule on HIPAA compliance and work-related issues

4. To report HIPPA violations, improper use/disclosures and breaches to the dean of clinics or the college compliance officer.

5. To assist the college compliance officer in the annual internal Health Center HIPAA audit

6. To plan annual HIPAA compliance training with the college compliance officer

7. To collaborate with the director of information technology to ensure personal health information security safeguards are in place according to local, state and federal law mandates

Essential Knowledge and Skills:

1. Associate's degree in management with at least three years of related work experience, or an equivalent combination of education and experience

2. Demonstrated understanding of chiropractic philosophy

3. Strong organizational and supervisory skills

4. Able to follow instructions and follow through to meet deadlines, take initiative and provide constructive feedback

5. Sustained desire to contribute to a service-oriented environment

6. Professional oral and written communication skills

7. Ability to perform critical, deadline-driven tasks while maintaining a spirit of collegiality and enthusiasm

8. Proficiency with Microsoft Office and managing Electronic Health Record (EHR) systems

9. Ability to prioritize and coordinate intra- and inter-departmental projects effectively and autonomously

10. Commitment to understanding the sensitivity in maintaining confidentiality.

Physical Demands and Work Environment:

Physical Demands: While performing the duties of this job, the employee is occasionally required to sit; use hands to finger, handle or feel objects or controls; reach with hands and arms; talk and hear. Specific vision abilities required by the job include close vision, distance vision and the ability to adjust focus. Lifting maximum 25 lbs. may be required.

Work Environment: While performing the duties of this job the employee works in a controlled work environment and the noise level in the work environment is usually minimal.

General Sign-off: The employee is expected to adhere to all company policies and to act as a role model in the adherence to policies.

I have read and understand this explanation and job description:

_____ _____/_____/_____

Employee Signature Date