



OCCUPATIONAL HEALTH MEDICAL ASSISTANT

JOB DESCRIPTION SUMMARY:

Inglis enables people with disabilities – and those who care for them – to achieve their goals and live life to the fullest. Inglis is seeking an Occupational Health Medical Assistant. The Occupational Health Medical Assistant will work in conjunction with the Administrative Assistant to ensure that the First Report of Injury and Disability information is timely placed in our systems. Assists the Director of Occupational Health in carrying out Inglis' legal, contractual, economic and moral responsibilities for complete workers compensation and accident reporting program. Assists Inglis House in complying with OSHA mandated programs and OSHA 300 recordkeeping requirements. Maintains strict confidentiality of employee records, accident reports and workers compensation benefits.

PRIMARY RESPONSIBILITIES include:

All essential job responsibilities will be executed in accordance with Inglis Administrative policies and compliance/ethics guidelines.

- Coordinates the PPD Program; placing; readings; reports positive PPD readings to Director and provides Director with follow-up results.
- Post Job Offer Assessment Screening; accurately takes vital signs; proper documentation of findings; documents Medical Assistant physical assessment findings.
- Supports Workers Compensation Case Management Program; OSHA work logs.
- Maintains paperwork flow; medical documentation filing for chart review; obtains medical authorizations; maintains employee medical records
- Coordinates Immunization Program; administers vaccines.
- Enters MA physical assessments into the employee medical records and PDS system.

REQUIRED CERTIFICATES/REGISTRATIONS

A High School diploma or equivalent. Graduate of a Medical Assistant Program. Current Professional Licensure in the state of Pennsylvania.

EDUCATION & EXPERIENCE

This position requires a minimum of five (5) year's experience in a Clinic setting. Comfortable with Microsoft Office Suite.

Inglis welcomes great people without regard to disability, race, religion, age, gender, sexual orientation, national origin, military service, marital status, or any other characteristics, as protected by law. Please send resume to Inglis, Attn: Cynthia Burgess, Human Resources Recruiter, 2600 Belmont Avenue, Philadelphia, PA 19131 or via email to cynthia.burgess@inglis.org EOE, M/F/D/V