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www.behavioralwellnessgroup.com

www.campustherapy.com

Full Time Psychiatric Medical Assistant

"**The Behavioral Wellness Group**", Lake County Ohio's prestigious private practice, is excited to announce a search for a **Psychiatric Medical Assistant** to join our team. Our staff sees adults, adolescents and young children for psychiatric medication management; individual, couples, family and intensive group therapy; psychological testing. We are looking for team players who enjoy a very comfortable, professional atmosphere that encourages growth. We have expanded our facility and would like quality staff to take on the increase in workload. The position is 32-40 hours, 5 days per week. Expected shift will be from 9:30AM to 6 PM.

Job Duties Include:

- Assist Psychiatric Medication Providers
 - Take and document vitals upon arrival
 - Monitor and coordinate medication messages on Medical Services phone extension
 - Coordinate with medication providers and pharmacies as needed
 - Update and maintain medication records as needed
 - Obtain prior insurance authorizations as needed for Medical Services Department
- Assist Office Manager
- Work alongside Office Assistants and related duties
- Answer Intake Phone Line
- Schedule Appointments
- Post Accounts Receivable

Job Requirements Include:

- High School Diploma/GED; Medical Assistant Certification
- Experience as MA in a mental health agency preferred
- Minimum three (3+) plus years as Medical Assistant, Secretarial/Administrative Assistant experience in a mental health or social services environment
- Clear and pleasant phone and in person communication skills
- Represent BWG in warm manner consistent with Mission Statement
- Maintain confidentiality
- Multi-task with accuracy
- 45 -55 wpm typing; must demonstrate typing skills
- Advanced skills in PC/Word processing/database/spreadsheets/systems, and integrating the advanced skills to produce complex reports and documents
- Possess computer skills in Microsoft Word and Excel for Windows/Google Suite
- Experience with Electronic Medical Records highly desirable
- Ability to apply the concepts of customer service in the workplace; use good professional judgment; be detail oriented; work independently with minimal direct supervision
- Possess a basic knowledge of all office equipment, including word processors, scan, FAX, and copy machines.
- Proficient at organization and prioritization
- Excellent oral and written communication skills
- CPR training will be provided

BWG is a free standing mental health private practice. Our programs are accredited by the Commission on Accreditation of Rehabilitation Facilities (CARF) and certified by the Ohio Department Mental Health and Addiction Services.

Please email Office Manager, Kim Mueller at Kmueller@behavioralwellnessgroup.com