



1158 HEALTH SERVICES ASSISTANT

Classification Summary

Provides a variety of services to support student health monitoring and health care; involves application of established policies, procedures and instructions in relation to health care and health services information compilation, storage and retrieval; compiles and maintains student health care records; assists nurses and other health care providers.

Positions may be assigned to provide health services to support a variety of schools or provide support in a school health clinic setting.

Distinguishing Characteristics

Distinguished from Department Clerk by consistent focus on health care and services-related tasks and/or the requirement for independent travel to various school locations.

Supervisory Relationships

Works under direct supervision of an assigned administrator, or his/her designee. May assign work to student assistants.

Examples of Duties

1. Establishes and updates manual and computerized files and records of student health information, including data such as health cards, illness, allergy, and immunization history, including the use of available medical record systems; reviews health information provided by parents/guardians and enters data into systems; responsible for the accuracy of student health information records and providing accurate student health information to nurses, creates student health charts, verifies that all students meet State standards by appointed deadline; maintains school clinic health records.
2. In a school health clinic setting: works with students and parents to verify insurance coverage and gathers insurance information; collects co-payments; enters data into billing system; monitors and tracks financial activity; evaluates and recommends billing write-offs; runs reports and establishes/monitors statistics. Coordinates clinic calendars, schedules appointments, and provides other receptionist duties; assists nurses and other health service providers.
3. Assists in health screening programs such as: audiometric, dental, vision, blood pressure, fluoride rinse, height, weight, scoliosis, head lice, scabies, impetigo, speech and language testing; records results of health screenings; assists nurse with administering treatment and periodic re-testing.
4. Provides basic emergency medical and first aid care when necessary; assists nurse with further care as needed; contacts parents of injured children; administers Epinephrine per

protocol if trained; may administer medicine per protocol, if trained, at the school sites with written parent/guardian permission.

5. Maintains inventory of materials for the health service facility, orders additional supplies, and prepares and organizes medical equipment such as bandages, thermometers and ice packs; monitors and maintains appropriate storage temperatures.
6. Type letters, memos, informational bulletins and other documents; posts notices and posters on health office bulletin boards. Provides health information as required, within HIPAA regulations, FERPA guidelines, and assists with student incident reports.
7. Uses current office technology and equipment to produce documents; creates and maintains forms and resources; develops and maintains spreadsheets and reports.

Required Knowledge, Skills and Abilities

1. Demonstrated ability to operate a variety of office equipment; ability to operate applicable computer systems or learn within a reasonable amount of time.
2. Knowledge of medical terminology/symbols and first aid procedures or ability to acquire within a reasonable amount of time; ability to keep current on health issues as they relate to schools.
3. Ability to identify and extract appropriate data, post data rapidly and accurately, and to perform mathematical calculations.
4. Ability to communicate effectively, orally and in writing; ability to work harmoniously with a variety of staff, supervisors, students, and public.
5. Ability to maintain confidential records and apply legal guidelines as required; maintains confidentiality of medical information.
6. Ability to work calmly in stressful situations.
7. Ability to work independently and effectively prioritize a variety of tasks.

Minimum Qualifications for Class Entry

1. High School diploma or equivalent.
2. Current First Aid card, or ability to obtain within a reasonable amount of time; current Epinephrine administration authorization card. Valid driver's license or ability to work at multiple sites within normal commute time.
3. One year experience in clerical or secretarial activities including manual and computerized record-keeping, typing, and working with the public.
4. Previous training in a health-related field or working with medical records preferred.
5. Knowledge of Spanish language is desirable.