



**HEALTH CENTER  
PARTNERS**  
of Southern California

A Family of Companies



### **JOB DESCRIPTION**

<b>JOB TITLE:</b>	Medical Assistant Specialist Consultant		<b>COMPANY:</b>	IHP
<b>REPORTS TO:</b>	Assistant Director of Managed Care Operations			
<b>DIRECT REPORTS:</b>	N/A			
<b>STATUS:</b>	Temporary	PART-TIME	<b>WORK COMP CLASS:</b>	
<b>OUTSIDE TRAVEL:</b>	100%	<b>SCHEDULE :</b> 20 hours/wk	<b>WORK CONDITIONS:</b>	On-site (Location may vary)
This job description is intended to be a general statement about this job and is not to be considered a detailed assignment. It may be modified at any time, with or without advance notice, to meet the needs of the organization.				

### **JOB SUMMARY**

We are seeking a dedicated and knowledgeable licensed Medical Assistant (MA) Consultant to support our organization's efforts in improving HEDIS and STAR ratings by identifying and closing gaps in care for our Medi-Cal and Medicare members. This role will be instrumental in driving performance on key quality measures, through data-driven strategies and member-focused outreach. This role is temporary and part time.

The consultant will work closely with clinical teams, provider partners, and internal stakeholders to implement targeted interventions. This position requires regular travel between health center locations in San Diego County, with an on-site presence to support local initiatives and foster collaboration.

### **ESSENTIAL JOB FUNCTIONS**

- Complete pre-visit chart prep and create a physical hand-off to providers that details open care gaps to be discussed during the visit.
- Monitor and track whether the clinical care gaps were addressed during the patient visit utilizing the physical hand-off card.
- Responsible for scheduling follow-up screening visits for patients and confirming patient appointments.
- Collaborate with IHP and San Ysidro Health Quality teams to assist with coordination of quality efforts across the health center.
- Provide reporting on closed care gaps.

## **QUALIFICATIONS**

### **Skills/Experience**

- Must have CMA, RMA or Clinical Medical Assistant license/experience.
- Experience preparing pre-visit chart reviews.
- Experience working in multi-disciplinary teams.
- Experience working in health center front and back office.
- Ability to perform data entry including pulling and entering data into the patient medical record.
- Ability to pull data for HEDIS and STAR reporting and quality improvement initiatives.

### **Geographical Location, Standard Business Hours, and Travel Requirements**

- Located in the San Diego Area.
- Business hours are generally 8:00-5:00 PST.
- Must have a valid drivers license.
- Must own personal vehicle and have insurance coverage.

### **PHYSICAL REQUIREMENTS**

- Ability to sit or stand for long periods of time
- Ability to reach, bend and stoop
- Physical ability to lift and carry up to 20 lbs.

### **HIPAA/COMPLIANCE**

- Maintain privacy of all patients, employees, and volunteer information and access such information only on as need to know basis for business purposes.
- Comply with all regulations regarding corporate integrity and security obligations. Report Unethical, fraudulent, or unlawful behavior or activity.
- Upon hire and annually attend HCP's HIPAA training and sign HCP's Confidentiality & Non-Disclosure Agreement and HIPAA Privacy Acknowledgment
- Upon hire and annually read and acknowledge understanding of HCP's HIPAA Security Policies and Procedures
- Adhere to HCP's HIPAA Security Policies and Procedures and report all security incidents to HCP's Privacy & Security Officer

To express interest in this role, please submit your resume and application to [jobs@hcpsocal.org](mailto:jobs@hcpsocal.org).