

Founded in 1927, Austin Peay State University is a comprehensive, state-assisted university with an enrollment of approximately 9,000 students. APSU was named in honor of the late Tennessee Governor Austin Peay, who served from 1923–1927.

With a main campus in Clarksville, Tenn. and a satellite campus on post at Fort Campbell, Ky., APSU is one of 47 universities, community colleges and technology centers in the Tennessee Board of Regents system, the sixth largest system of higher education in the nation. The University offers a full range of academic programs at the associate, baccalaureate and master's degree levels in the arts, sciences, business and selected professional programs. APSU offers 13 online degree programs and hundreds of Web-based classes. Among APSU's many points of distinction are its outstanding programs in the sciences, two centers of excellence in the creative arts and field biology and four chairs of excellence in the creative arts, business, free enterprise and nursing.

An integral part of Clarksville, a rapidly growing city of more than 100,000 located 45 minutes northwest of Nashville, the University led the state in enrollment growth in recent years. Since 2000, Austin Peay has renovated and erected numerous top-of-the-line facilities on its 160-acre main. Of the universities offering classes on post at Fort Campbell, only APSU has been given permission to construct its own building. The University enrolls more students at the Fort Campbell Center than the other five institutions combined.

**Medical Program Facilitator
Student Health Services
Regular Full-Time Position
Position Number 496110**

General Description

The Medical Program Facilitator works under the general supervision of the Director of Student Counseling and Health Services. The incumbent serves as office supervisor and assures department procedures are in line with APSU and TBR policies and procedures.

Primary Duties and Responsibilities

- Serve as office supervisor.
- Supervise, initiate and maintain the security of patient health/medical records.
- Work in concert with Admissions staff assuring policy compliance for the maintenance of health and insurance records for international students.
- Responsible for assuring compliance with TBR immunization policies and procedures by processing and maintaining immunization records for all newly admitted, transfer and re-admitted students. Works in concert with staff at APSU Clarksville campus and APSU at Ft. Campbell, verifying immunization status of students.
- Schedule off-campus appointments as appropriate for patients.
- Work in concert with the Athletic Trainers to facilitate the special health needs of intercollegiate athletes.
- Issue temporary handicapped parking decals in collaboration with APSU Public Safety Office.
- Process emergency situations according to established policies and procedures.
- Responsible for maintaining specialized computer software to support health services functions; serve as a liaison between the department, APSU Information Technology and software companies.
- Supervise part-time Secretary 2 in concert with the Director.
- Responsible for hiring, supervising and training of student and temporary employees; maintain updated office procedures manual.
- Maintain personnel records including payroll, attendance and leave forms, etc. for staff.
- Process and prepare all travel paperwork for department staff.
- Responsible for accountability of Health Service budget for which the Director is responsible.
- Process all correspondence and reports.
- Process requisitions for all office and medical supplies and equipment.
- Maintain inventory of departmental equipment, pharmaceuticals and hazardous materials.
- Receive patients and guests.
- Receive telephone calls, providing general information; direct calls to appropriate personnel.
- Schedule appointments as appropriate for Boyd Health Services staff.
- Perform other job-related duties as assigned.

Essential Functions

- Ability to efficiently operate a personal computer and associated software.
- Ability to accurately prepare and process records, requisitions, and reports.
- Ability to effectively maintain accurate inventory and budget records.

Essential Functions continued

- Ability to understand and apply FERPA and HIPPA regulations as each applies to the oversight of medical records.
- Ability to understand and apply federal, state, and TBR laws/policy as each relates to departmental functions.
- Ability to efficiently operate a personal computer and associated software (Outlook, Word, Excel, etc.) and SungardHE Banner.
- Ability to communicate effectively and appropriately.
- Ability to maintain confidentiality of records and information.
- Ability to interact in an effective and appropriate manner with diverse populations, the University community and the public.
- Ability to detect and correct grammatical and spelling errors in written correspondence.
- Ability to maintain files accurately, in paper and in software programs.
- Ability to handle multiple tasks simultaneously.
- Ability to effectively supervise personnel and complete all associated personnel actions in a timely and accurate manner.
- Ability to work effectively and efficiently in a multi-tasking environment with minimal supervision.

Required Minimum Qualifications

- High school graduate or equivalent.
- Three years of experience in a medical office or similar setting.
- Keyboarding exam and score of 50 wpm.
- A background check will be required of the successful applicant.

Additional Preferred Qualifications

- University experience.

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