

Maple Street Clinic
109 E. Maple, Gillespie, IL 62033
217-839-1526 ~ Medical/Behavioral
217-839-1538 ~ FAX
217-839-4110 ~ Dental



Morgan Street Clinic
1115 Morgan St., Carlinville, IL 62626
Medical/Behavioral ~ 217-854-3692
FAX ~ 217-930-2293
Dental ~ 217-854-6823

Administrative Office ~ 205 Oakland Ave ~ Carlinville, IL ~ 217-854-3223 (p) ~ 217-854-3225 (fax)
St. Francis Way Clinic ~ 805 St. Francis Way ~ Litchfield, IL 62056 ~ 217-250-2380 (p) ~ 217-250-2385 (fax)
Columbian Blvd. Dental Clinic ~ 125 W. Columbian Blvd. South ~ Litchfield, IL 62056 ~ 217-250-2360 (p) ~ 217-250-2365 (fax)

Career Opportunities as of September 6, 2024

Career Opportunities are located on our website at www.mcphd.net

Revenue Cycle Coordinator – Medical/ Behavioral Health/Public Health-Billing Department: Billing/Administration Reports to: Revenue Cycle Manager Medical/BH/PH, Clinical Director Non-Union Position

The Revenue Cycle Specialist Medical/Behavioral Health/Public Health is a key member and contributor to the success of the Practice. This “attention to detail” position provides in depth support for all insurance related duties of the office to ensure all treatment/procedures ordered by the provider are covered under the patient’s insurance plan. The Revenue Cycle Specialist will work closely under the supervision of the Revenue Cycle Manager – Medical/Behavioral Health/Public Health and will provide support to the Revenue Cycle Dental Team on a regular basis.

EDUCATION, EXPERIENCE AND SKILLS REQUIRED

- High School diploma or equivalent required.
- One year or more experience in Revenue Cycle/billing and claims adjudication required.
- Demonstrate effectiveness in written and verbal communication.
- Proficiency in Microsoft Office applications.
- Knowledge in Federal and State regulations.
- Accuracy and organization are a must.
- Familiarity with financial plans, Medicaid, Medicare and all private insurance companies.
- Strong organizational skills and communication skills required.
- Ability to maintain satisfactory working relationships with other employees and general public is a must.
- Ability to be mobile without limitations or restrictions.
- Must be able to perform CPR and any life-saving techniques.
- Must be up-to-date on immunizations and vaccinations.

ILLUSTRATIVE EXAMPLES OF WORK

- Assist in the resolution of claims with the goal of increasing revenue for the clinic
- Research and resolution of denials and unpaid claims to avoid loss of aged AR.
- Research and resolution of all outstanding Accounts Receivable
- Posting of EOBs will reflect the processing of the claim by the insurance carrier in such a way that balances may be forwarded to the next responsible party, and in a way that all denials can be monitored through reporting by use of line item reason codes.
- All EOBs posted will be scanned to create an electronic batch based on the date they were posted
- Adjudication of all unpaid claims.

- Run reports regularly to indicate, via line item reason codes, what claims need re-worked to obtain further resolution based on how the claim denied.
- Run and complete required weekly and monthly reports to secure MCPHD's financial health.
- Responsible for resolving overdue bill and collecting payment from the individuals responsible for the debt
- Understands and monitors all business related function of the patient visit from point of entry to accurate adjudication of the patients' accounts
- Adjudication of unpaid claims
- Unpaid claims report run regularly to show which claims have not yet been processed by the billed insurance carrier. Claim status will be checked via phone call or online options, and properly adjudicated based on the claim status
- Specific areas of responsibility include Revenue Cycle Training, Credentialing, Claims Management, Billing, Collections, Patient Insurance, Date Processing, Integrity of Patient Accounts, Accounts Receivable Management, practice management system file maintenance, and third party revenue cycle vendors
- Responsible for provider reimbursement programs, policies, and strategies to ensure unit cost controls meet or exceed corporate objectives for medical cost containment
- Analyzes claims, utilization, and medical, behavioral health, and public health cost data
- Meets internal goals and external benchmarks in the Revenue Cycle
- Resolves escalated reimbursement issues with payers and systems for optimal management of account receivable
- Steps forward to address difficult issues
- Takes ownership and overcomes Revenue Cycle challenges.
- Develops, implements, maintains the Practice's Revenue Cycle Standard Operating Procedures (SOPs) for the Medical/Behavioral Health/Public Health Department.
- May develop training materials to facilitate staff training of SOPs, systems metrics, government regulations, etc.
- Identifies new goals and visions to assist team in maximizing Revenue Cycle return.
- Performs other duties as assigned.

Breastfeeding Peer Counselor
Reports to: Healthy Families Program Supervisor
Hybrid/Contractual Position

This position includes Travel Reimbursement, Cellphone, Laptop, Office Supplies, and Marketing supplies. The position is 10 hours per week with a flexible schedule.

The Breastfeeding Peer Counselor (BFPC) provides specific breastfeeding support and educational services in the Illinois WIC Program. The BFPC is a paraprofessional support person who gives basic breastfeeding information and encouragement to pregnant, breastfeeding, and postpartum women.

EDUCATION, EXPERIENCE AND SKILLS REQUIRED

- Must currently or previously have participated in the WIC program or, have breastfeeding experience
- BFPC should be oriented to the WIC Program and trained on WIC policy
- Must have breastfed at least one baby within the last five years but does not need to be currently breastfeeding
- Must be available at WIC clinics, if requested, and must be available to WIC participants outside typical clinic/office hours
- Must be available to work remotely

- Must have reliable and consistent means of communication via phone and email when working remotely
- Must have reliable transportation
- Will receive immediate training on HIPAA regulations and maintain an up-to-date knowledge of HIPAA policies and procedures
- Provide good phone etiquette and have effective communication skills
- BFPC must refer to the WIC Designated Breastfeeding Expert (DBE) (IL WIC PM AD 11.6) for all breastfeeding situations outside of normal breastfeeding issues

ILLUSTRATIVE EXAMPLE OF WORK

- Promote breastfeeding and acting as an advocate in the clinic, in the community, and in hospital settings
- Speak with women individually or in groups about breastfeeding and answering basic questions about breastfeeding
- Provide anticipatory guidance to assist women to prepare for their hospital experience and the first few days, weeks, and months of breastfeeding
- Provide services in a variety of settings including: medical offices, family practice settings, participants' homes, community centers, faith-based institutions, and other social service sites.
- Provide information on the effect of foods, medications, and home remedies on lactation using scope of practice and Department policy and local agency procedures
- Document all participant contact/conversations per Department policy and local agency procedure (IL WIC PM CS 10.3). BFPC must use WIC MIS to document: participant contacts, type of contact, participant concerns, questions, or comments, topics discussed, referrals made, and plans for follow-up.
- Refer participants to the appropriate staff as indicated by local agency procedure
- Establish relationships with WIC pregnant women and follow up with them throughout their pregnancy and post-partum
- Establish relationships and follows-up with WIC breastfeeding moms, based on the schedule, for the duration of breastfeeding
- Identify and assist in recruitment and training additional candidates for BFPC training
- Assist in providing in-services or training sessions for other health care workers
- Reports any suspected child abuse/neglect to Department of Children and Family Services (DCFS)
- Must complete supervision as required and scheduled by Supervisor
- Satisfactory completes trainings required for job responsibilities
- Other duties as assigned related to the BFPC program

WIC Nurse Coordinator

Department: WIC – Located at Morgan Street Clinic

Reports to: Assistant Clinical Director

Non-Union Position

Under the direct supervision of the MCPHD Assistant Clinical Director, the WIC Registered Nurse is responsible for planning, coordinating, directing and carrying out all activities involved in the WIC nutrition program in compliance with all federal, state and local regulations and policies.

EDUCATION, EXPERIENCE AND SKILLS

- Bachelor's degree with following specialties: Registered Nurse

- Ability to obtain a minimum qualification of a WIC Competent Professional Authority (CPA)
- Ability to administer immunizations and follow the guidelines outlined by the Vaccines For Children (VFC) program
- Understanding and knowledge of the Illinois Lead program
- Ability to facilitate work output and interpret agency policies to staff
- Experience in establishing and maintaining effective working relationships with the public, schools, community leaders, professional organizations, government officials, and the medical community
- Familiarity with the medical-legal aspects of public health nursing
- Ability to be mobile without any limitations or restrictions
- Must be certified and able to perform CPR and basic life-saving techniques
- Must be up-to-date on MCPHD required immunizations

ILLUSTRATIVE EXAMPLES OF WORK

- Directs and coordinates activities of assigned WIC staff.
- Interviews and recommends employment of qualified candidates
- Conducts periodic employee evaluations of WIC staff
- Serves as the local agency liaison to state WIC staff
- Effectively manages assigned caseload per Department Grant Agreement
- Participation in state and regional WIC conference calls and meetings
- Oversees implementation of Nutrition Education Plan and submission of Summary Reports
- Conducts evaluation and implementation of quality assurance and quality improvement initiatives for the WIC Program including, but not limited to, monitoring WIC MIS reports, reviewing WIC budget, reviewing medically prescribed foods and formula prescriptions
- Decision making and leadership skills
- Has read, reviewed and agrees to work and support MCPHD's mission statement
- Has read, understands and functions within Health Department Policy and Procedures, Standing Orders, and HIPAA requirements
- Performs other duties as assigned

Public Health Dental Hygiene Practitioner (PHDH)

Department: Dental

Reports to: Dental Director

Non-Union Position

This is dental work at the practitioner level in the care and treatment of the teeth and gums of patients in the Macoupin County Dental Health Clinics and/or mobile units. Employees in this position provide educational, preventative and therapeutic, and intra-oral services. Employees perform hygienist duties independently, such as examining teeth and other oral structures, cleaning teeth, applying sealants, and topical fluoride and performing radiological procedures under the collaborative of a General Dentist. Employees additionally maintain records of dental treatment. Employees may be assisted by support staff in the dental clinic. Employees in this position must work at multiple health centers and/or mobile units and on varying shifts as assigned based on health center needs and must work independent of the collaborating dentist. Staff in this position must perform practices of a Public Health Dental Hygienist without authorization, assignment or examinations by a dentist, but under policy, protocol, and collaboration from a General Dentist. Reports to the Dental Director.

EDUCATION, EXPERIENCE AND SKILLS REQUIRED

- Must practice under collaborative with General Dentist as established by MCPHD

- Completion with diploma from a recognized Dental Hygiene Program State of Illinois License
- PHDH Certification with the Illinois Department of Public Health
- A minimum of 1 year of supervised experience providing direct service in a clinical setting
- Maintains certification through appropriate credentialing organizations
- Must possess professional knowledge of oral health principles, practices and processes
- Principle and practices of preventative medicine as they apply to dental hygiene
- Technical dental treatment procedures and dental nomenclature
- Public Health concepts and dental hygiene practices and procedures such as sterilization and care of dental instruments
- Current infection control procedures, bloodborne pathogen standards and OSHA regulations
- General office procedures, patient flow and standard clerical operations as they apply to a dental clinic
- Computer knowledge and work experience beneficial
- Good organization skills and good communication skills required
- Ability to deal tactfully with patients and others in various situation
- Ability to handle instruments and materials carefully and safely
- Ability to perform Basic Life Support (BLS)
- Requires ability to be mobile without limitations and to stand for long periods of time.
- The ability to lift up to 50lbs is required.
- The ability to handle intermittent sitting, bending and reaching.
- May be exposed to bodily fluids during routine duties; must always wear gloves, safety goggles and other related safety equipment and follow proper exposure safety procedures
- Deals with radiography procedures and must follow related safety guidelines.
- Friendly, polite and outgoing with patients/visitors
- Ability to plan ahead and anticipate issues
- Dependable and Consistent

ILLUSTRATIVE EXAMPLES OF WORK

- Works independently with patients
- Oral Hygiene instructions, group classes on oral health, nutrition counseling related to oral health
- Assesses dental condition and needs of patient including examining head, neck, and oral cavity for disease; uses patient oral cancer screenings, conducts dental charting and periodontal charting for diagnosis and treatment
- Delivers direct patient care to patients using delineated public health dental hygienist procedures per collaborative; takes impressions of teeth; administers local anesthesia under the direct supervision of a dentist, performs treatment procedures such as oral prophylaxis, scaling, root planning, curettage, polishing, places chemotherapeutic medicaments and subgingival agents, conditions teeth for and applies protective topical agents, sealants and fluorides and related procedures within scope of practice for public health dental hygiene practitioners
- Takes and processes dental digital x-rays using imaging software; operates the electronic health records system to submit billing requests and to manage existing health center patient treatments
- Develops and implements individualized dental care plans for patients; performs patient/family education including good oral hygiene, flossing and brushing techniques, and nutritional counseling; performs discharge planning
- Make referrals; follow up on referrals
- Assists with emergency measures for sudden adverse developments during treatment of patients
- Assists in preparation of patient care areas; attends meetings, prepares reports and assists as required with triage and/or office duties such as scheduling

- Orders and maintains dental hygiene instruments and supplies
- Instructs children and adults in the health center, at schools and in the community or proper dental care and oral hygiene; promotes maintenance or oral health between visits
- Fluoride varnish or silver diamine fluoride applications for pediatric patients
- Works closely with the Dentist and/or Registered Dental Hygienist as needed
- May direct activities of support staff and may provide Health Education training on a quarterly basis
- Knowledge of all Macoupin County Public Health personnel policies and procedures
- Contributes to the goal that patients are treated with courtesy and respect in a professional manner by all dental staff
- Performs other duties as required or assigned

LCSW Licensed Clinical Social Worker - Full-time & Part-time
LCPC Licensed Clinical Professional Counselor - Full-time & Part-time
Department: Behavioral Health
Reports to: Clinical Director
Non-Union Position

The LCPC or LCSW is responsible for providing direct patient care including assessment, educational and therapeutic mental health services to children, adolescents and adults as allowed within their scope of service. The LCPC or LCSW works as part of a collaborative team and works in conjunction and consultation with a licensed Psychiatrist and a Family Practice Physician. Reports to the Clinical Director.

EDUCATION, EXPERIENCE AND SKILLS

- Graduate of accredited program for Master's Degree Counselor.
- Current Licensure to practice in the state of Illinois. Must be certified to work with children and adults.
- At least one year of supervised experience providing direct service in a clinical setting.
- Experience in an integrated behavioral health and primary care organization a plus.
- Maintain certification through appropriate credentialing bodies.
- Must possess professional knowledge of psychiatric principles, practices, and process gained through extended clinical study and experience in order to provide psychiatric care to clients.
- Must possess the ability to maintain strict client and organizational confidentiality, adherence to standards for mental health record keeping and HIPAA requirements.
- Must possess excellent communication skills.
- Ability to be mobile without any limitations or restrictions
- Must be able to perform CPR and any life-saving techniques
- Must be up to date on all required vaccinations

ILLUSTRATIVE EXAMPLES OF WORK

- Provide mental health assessments, education and treatment plans in identified areas and maintain appropriate health records.
- Provide therapy consistent with medical evaluation, treatment plan and current standard of practice.
- Refer clients for more specialized or inpatient interventions as clinical situations dictate
- Participate in a team management approach to patient care/treatment.
- Familiarity with financial plans, Medicaid, Medicare and all private insurance companies.
- Strong organizational skills and communication skills required.

- Ability to maintain satisfactory working relationships with other employees and general public is a must.
- Other duties as assigned

Registered Dental Hygienist

Department: Dental

Reports to: Dental Director

Union Position

Responsible for removing plaque from and polishing a patient's teeth during a routine checkup. Screening patients, reviewing a patient's oral health history and teaching appropriate brushing and flossing techniques. Provide services based on prevention and the hygiene of the mouth, teeth and gums. Identify and treat early signs of gum disease. Reports to the Dental Director.

EDUCATION, EXPERIENCE AND SKILLS REQUIRED

- Completion with diploma from a recognized Dental Hygiene Program State of Illinois License
- A minimum of 1 year of supervised experience providing direct service in a clinical setting
- Maintains certification through appropriate credentialing organizations
- Must possess professional knowledge of oral health principles, practices and processes
- Computer knowledge and work experience beneficial
- Good organization skills and good communication skills required
- Ability to deal tactfully with patients and others in various situation
- Ability to handle instruments and materials carefully and safely
- Ability to perform Basic Life Support (BLS)
- Requires ability to be mobile without limitations and to stand for long periods of time.
- The ability to lift up to 50lbs is required.
- The ability to handle intermittent sitting, bending and reaching.
- May be exposed to bodily fluids during routine duties; must always wear gloves, safety goggles and other related safety equipment and follow proper exposure safety procedures
- Deals with radiography procedures and must follow related safety guidelines.
- Friendly, polite and outgoing with patients/visitors
- Ability to plan ahead and anticipate issues
- Dependable and Consistent
- Must be up-to-date on all vaccinations

ILLUSTRATIVE EXAMPLES OF WORK

- Provide professional dental care to the patient
- Works closely with the Dentist and/or Hygienist as needed
- Performs duties in the chair side, four handed dentistry area
- Contributes to the goal that patients are treated with courtesy and respect in a professional manner by all dental staff
- Other duties as assigned