

Medical Program Associate 109599:

Join the team at the *Wisconsin State Laboratory of Hygiene* as a Medical Program Assistant Associate! This is a data-entry position that provides program support to the Communicable Disease Division's supervisory, professional, and administrative staff. Responsibilities include, but are not limited to: understanding and use of medical terminology; entry of patient demographic, clinical, and billing data; interpreting patient history and diagnoses into the patient database; responding to requests for medical information; maintenance of peripheral equipment and inventory of computer and laboratory supplies; participate in the development of policies, procedures and guidelines to improve administrative and/or operating effectiveness; other duties as assigned. A typing/keyboard test will be required. This position is located off campus at 2601 Agriculture Dr., Madison, WI 53718.

Job Link: <https://jobs.hr.wisc.edu/en-us/job/503018/medical-program-asst-assoc>
Deadline Date: October 21, 2019