

**Texas Physician Health Program  
Internal and External Job Vacancy Notice  
Texas Physician Health Program Department**

**Job Posting:** 22-503- PHP-03  
**Monthly Salary:** \$3,822.49

**Opening Date:** September 13, 2021  
**Closing Date:** October 22, 2021

**No. of Openings:** 1  
**Type of Employment:** Full-Time

**WIT#:** 14810543  
**Job Title:** Clinical Coordinator  
**Classification Title:** Program Specialist III  
**Class No/Sal Grp:** 1571/B19  
**FLSA Status:** Non-exempt  
**Location:** Austin  
**Agency:** Texas Medical Board  
333 Guadalupe, Tower 3, Suite  
610 Austin, TX 78768-2018  
[www.tmb.state.tx.us](http://www.tmb.state.tx.us)

**How to Apply:** All applications for employment with the Texas Medical Board must be submitted electronically by 12:00 a.m. midnight central time on the job closing date through [www.WorkInTexas.com](http://www.WorkInTexas.com). (This means that your application will need to be submitted the day prior to the closing date showing on WorkInTexas.com. **FAXED OR E-MAILED APPLICATIONS WILL BE ACCEPTED.** They may be faxed to 512.305.7124 or e-mailed to [Human.Resources@tmb.state.tx.us](mailto:Human.Resources@tmb.state.tx.us). The first two business days only Veterans can apply. After the two business days, it is open for all to apply.

**\*NOTE:** A public criminal history check will be conducted on the primary candidate recommended for the position. Applicant will be required to furnish birth date for this purpose.

Applicable Military Occupational Specialty (MOS) codes are included, but not limited to the following: SN, YN, 360, 0100, 0111, 3A1X1, 641X, 3A Additional Military Crosswalk information can be accessed at: <http://www.hr.sao.texas.gov>

#### **Agency Information**

We have over 200 employees across the state of Texas. We are a collaborative and team environment work culture that values an environment of trust and accountability as we work towards our Board's mission to protect and enhance the public's health, safety, and welfare by establishing and maintaining standards of excellence used in regulating the practice of medicine and ensuring quality health care for the citizens of Texas through licensure, discipline, and education.

We value employee work-life balance and provide our team incentives that include telework, flexed and compressed work schedules, wellness leave incentive, health and retirement programs, 401K, vacation and sick leave paid, and other various other benefits.

#### **General Description**

Performs complex (journey-level) consultative services and technical assistance work for the Texas Physician Health Program (TXPHP). Monitors program participants' compliance with agreements, policies, and rules. Work involves planning, developing, and implementing program policies and rules. Works under the supervision and general direction of the Program Director, and the Medical Director, with moderate latitude for the use of initiative and independent judgment.

#### **Principal Duties and Responsibilities**

##### **90% Core Duties**

- Reviews agreements for recovery and monitors requirements specific to each participant and enters requirements into the database.
- Verifies, reviews, and logs in receipt of required reports and documents.
- Timely identifies non-compliance with substance testing requirements, or missing or incomplete information and reports.
- Recommends, justifies, and documents responsive action regarding non-compliance to Medical Director.
- Timely responds to and contacts program participants via email and telephone to ensure compliance and to provide information.
- Timely maintains confidential agreements and related activity logs, files, and/or reports in databases and performs data entry, retrieval, and searches.
- Timely coordinates with the Medical Director regarding participants' general progress, evaluations, and participation in the program, including participation in random drug screening.
- Analyzes, monitors, and verifies data to determine compliance and resolve violations with program agreements, policies, and applicable statute and rules.
- Analyzes data to determine and resolve agreement violations by contacting participants.
- Timely prepares case reviews for the Governing Board that meets program standards for accuracy, quality, and level of detail.
- Performs data entry, analysis, retrieval, reports, and searches.

##### **10% Other Duties**

- Responsible for the program's day to day interface with the information database provider

- Performs tasks related to the completeness and accuracy of program data
- Manages the ongoing implementation of the participant database program
- Coordinates the updating of features, reports, and forms available in the database
- Trains and assists staff in the accurate use of the current and new capabilities of the participant database
- Specialized duties may be modified or temporarily assigned based upon agency needs

#### **Knowledge, Skills, and Abilities**

- Working knowledge of Microsoft Word, Excel and Outlook
- Skill in reviewing, interpreting, and summarizing documentation and data
- Skill in preparing detailed and comprehensive reports
- Skill in using a computer for word-processing and data entry, retrieval, and generating reports
- Ability to work under pressure and respond to deadlines
- Knowledge of handling medical or clinical records and privacy-related issues is preferred
- Knowledge of methods, techniques, and practices of medical or clinical records is preferred
- Ability to communicate effectively both verbally and in writing, using correct grammar, and spelling punctuation
- Ability to pay attention to details and follow up on agreement violation, missing, incomplete, illegible, and critical data
- Ability to timely investigate and report drug screen violations to the agency head
- Ability to explain and interpret pertinent provisions of policies, laws, regulations to others
- Ability to maintain confidential records and files
- Skills in team dynamics and team management techniques.
- Skills in organization and prioritization of duties and assignments, including establishing and using a deadline notification system
- Ability to work in a cooperative and supportive manner with agency staff.
- Ability to meet deadlines while managing multiple projects and responsibilities.

#### **Minimum Experience and Education**

- Graduation with a Bachelor's degree from an accredited four year or university required.
- Graduation from an accredited four year or university with a major coursework in behavioral science, health care administration, nursing, or related field is preferred
- Three years within the last six years full-time experience in program monitoring or program compliance work tracking and ensuring required performance is required. Three years within the last six years full-time experience in database entry, retrieval, and manipulation; reviewing, interpreting, and summarizing supporting documentation, producing reports from database is required.
- Three years within the last six years' experience interpreting policies and procedures for a regulatory agency is preferred.
- One year or more experience within the last five years working with medical or clinical records is preferred.

#### **Physical Requirements And/Or Working Conditions of Employment**

The principal job functions are performed in a standard office environment and require :

- Regular and punctual attendance
- Frequent use of personal computer, copiers, printers, and telephones
- Frequent sitting
- Frequently working under deadlines, as a team member, and in direct contact with others
- Compliance with all agency policies and procedures, including but not limited to applicable security and safety rules, regulations and standards
- If hired, must provide document(s) within three days of hire date that establishes identity and employment eligibility

#### **New Hires/Rehires**

60-day waiting period for health coverage

#### **Remarks**

Resumes will not be accepted without completed signed State of Texas Applications for Employment.

If you are selected, you will be called for an interview. Only applicants who are interviewed will receive written notification of application results.

#### **EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

The Texas Medical Board does not discriminate on the basis of race, color, national origin, sex, age, religion, disability or veteran status. Employment opportunities shall not be denied a qualified individual with a disability that requires a reasonable accommodation. The applicant should communicate requests for reasonable accommodations by calling (512) 305-7146.

Selective Service Requirement: If selected for employment, male applicants age 18 through 25 must present proof of registration or exemption with the federal Selective Service System.

