



Job Code: 9994

Grade: 15

HCWR: N

Job Title

Reproductive Health Specialist

Department

Reproductive Health Services

This position is exempt from Career Service under the CCH Personnel Rules.

Job Summary

The Reproductive Health Specialist will coordinate and oversee various activities for Reproductive Health Services. This position will support services provided in conjunction with or related to contraception, family planning, and termination procedures.

Typical Duties

- Assists the physician with administering sonography during procedures
- Remains current on National Abortion Federation guidelines and research
- Schedules and registers all patients per registration protocols and collect all pertinent patient documentation, including reviewing and verifying patient demographic information and insurance coverage
- Documents thorough and detailed medical records
- Tracks statistical information and monitors billing processes and implements billing quality assurance measures, as indicated
- Informs patients of reproductive health planning and contraception planning
- Notifies clinical staff immediately, if there is a change in patient condition
- Assists with ordering supplies and maintaining supply inventory
- Works closely with clinical staff to assure smooth patient flow and decrease waiting time
- Participates in quality improvement, patient safety, utilization management, patient experience and research projects as needed
- Adheres to the Cook County Health (CCH) and departmental confidentiality policies related to patient care
- Attends and participates in meetings
- Performs other duties as assigned

Minimum Qualifications

- High School Diploma or GED equivalent
- Two (2) years of experience performing ultrasound for termination procedures
- Completion of a minimum of 5 AMA PRA Category 1 credit hours through the National Abortion Federation (NAF)
- Experience analyzing ultrasound images and addressing any concern with medical team

Preferred Qualifications

- Experience working directly in a reproductive health services program that includes a provision of termination procedures
- Experience with Family Planning, Reproductive Health, and/or Sexual Health



Preferred Qualifications

- Experience with infection control and sterilization practices

Knowledge, Skills, Abilities and Other Characteristics

- Excellent verbal and written communication skills necessary to communicate with all levels of staff and a patient population composed of diverse cultures and age groups
- Demonstrate analytical and organizational, problem-solving, critical thinking, time management and conflict resolution skills
- Ability to prioritize, plan, and organize projects and tasks
- Ability to multi-task and meet deadlines in a fast paced and stressful environment
- Ability to adhere to department policies and standards utilizing best practices
- Ability to maintain a professional demeanor and composure when challenged
- Ability to function autonomously and as a team member in a multidisciplinary team
- This position occasionally requires various types of physical exertion including but not limited to bending, lifting, pushing, pulling, prolonged standing, and/or moving light to medium weight

Physical and Environmental Demands

This position is functioning within a healthcare environment. The incumbent is responsible for adherence to all hospital and department specific safety requirements. This includes but is not limited to the following policies and procedures: complying with Personal Protective Equipment requirements, hand washing and sanitizing practices, complying with department specific engineering and work practice controls and any other work area safety precautions as specified by hospital wide policy and departmental procedures.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the personnel so classified.

For purposes of the American with Disabilities Act, “Typical Duties” are essential job functions.