Clinical Assistant Job Duties

We are a busy multi-disciplinary therapy clinic looking for a part time clinical assistant/receptionist who will be responsible for the daily administrative functions of the clinic, acting to support patients while adhering to company policies and standards.

Duties may involve all or some of the following:

- Keeping the clinic clean
- Sanitize treatment rooms between appointments
- Patient modalities
- Running clinical issues
- Plan of Care (POC) approvals
- Completing medical records requests
- Inventory/Ordering
- Front Office backup including greeting/intake/registration/processing of new and existing patients, scheduling, insurance coordination/verification, collecting patient financial contributions, medical records, telephone management
- Processing referrals
- Laundry

We are looking for a qualified, motivated individual with a passion for family medicine who can:

- Communicate effectively
- Provide excellent customer service
- Effectively manage patient flow
- Respond to patient questions and/or concerns in a calm and helpful manner
- Accurately enter and review patient data in the EMR
- Prioritize and multitask on multiple projects with frequent interruptions

Essential Knowledge, Skills and Abilities:

- Ability to establish lasting and effective employee relationships in a team environment
- Proficiency using standard computer and office equipment
- Good spelling, grammar, typing, data entry and phone skills
- Ability to maintain patient privacy and confidentiality
- Ability to adapt to process and procedure changes
- Ability to thrive and grow in a fast-paced, learning environment
- Medical office experience helpful, but not required