REPORTS TO: Clinical Staff Administrator

EDUCATION & EXPERIENCE

▪ High school diploma or equivalent; college degree preferred
▪ Required experience:
  o 2 years administrative assistant work or equivalent
▪ Preferred experience:
  o Medical staff scheduling
  o Patient care customer service

SKILLS

▪ High proficiency with Microsoft Office Suite and related software
▪ Computer literacy
▪ Typing 60 wpm
▪ Knowledge of grammar and punctuation rules
▪ Electronic medical record experience (e.g., Epic)

PRIMARY DUTIES

▪ Provide administrative support for all clinical leaders and clinical service lines
  ▪ Maintain daily schedules
  ▪ Assist with correspondence
  ▪ Prepare reports as directed
  ▪ Support clinician recruiting, hiring, and onboarding
  ▪ Prepare committee agendas, minutes, and reports
  ▪ Handle phone calls, mail, files, and communications
▪ Provide administrative support for providers including:
  ▪ Patient schedule templates
  ▪ Time off and work schedules
  ▪ Expense requests
▪ Assist with guests and visitors
▪ Comply with all regulations related to confidentiality of patient information and clinic business

OTHER DUTIES

▪ Cross cover for duties of other administrative assistants
▪ Perform other duties as assigned

PHYSICAL AND MENTAL REQUIREMENTS

▪ Visual and auditory accuracy
▪ Shift length - varies
▪ Indoor setting
▪ Ability to work in a group or noisy area
▪ Continuous use of computer and telephone
▪ Long periods of sitting
▪ Frequent use of smart devices
▪ Continuous repetitive grasping and manipulation of both hands
• Continuous conversational communication
• Occasional reaching, walking, squatting, bending, kneeling, twisting and climbing
• Occasionally carrying, lifting, pushing and pulling of up to 25 lbs.
• Occasionally working in confined, noisy, dusty areas
• Understand/carry out simple/detailed, oral/written instructions
• Memorize and retain instructions
• Read and interpret detailed specifications
• Mental competency
• Tobacco non-user
• Physical accommodations will be implemented where necessary and feasible