



JOB DESCRIPTION

Clinical Administrative Assistant

REPORTS TO: Clinical Staff Administrator

EDUCATION & EXPERIENCE

- High school diploma or equivalent; college degree preferred
- Required experience:
 - 2 years administrative assistant work or equivalent
- Preferred experience:
 - Medical staff scheduling
 - 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