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# Example of Clinic Assistant Job Description

Our growing company is looking to fill the role of clinic assistant. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for clinic assistant

* Processing medical exams, medical clearances
* Be responsible for tracking and maintenance of referrals for routine or episodic needs of geriatric participants for lab, medical specialty, transportation requests, and physician/nurse practitioner orders
* Be an Information Systems (IS) liaison for the site and a super user resource for staff for the Electronic Health Record (EHR) and other site-specific applications
* Work with providers, nursing, and office staff to collectively, efficiently, and accurately fulfill the duties and responsibilities of a busy office practice
* Work independently with providers to maintain timely flow of patients through the office
* Clean and maintain exam rooms
* Actively and timely practicing effective member management and customer service resolution
* Establishing and monitoring staff work schedules and managing human resource functions, where assigned, including interviewing, hiring, training, performance evaluation, conducting staff meetings, resolving concerns and disputes, payroll processing, disciplining and terminating employees, recordkeeping, and participating in location audits
* Managing key business operations including inventory, bank deposits, marketing, mail
* Be an IS Liaison for the site and a super user resource for staff for the Electronic Health Record (EHR) and other site-specific applications

## Qualifications for clinic assistant

* Advanced Cardiopulmonary Life Support Certification, or obtain certification within one month of employment, preferred
* Previous experience in a medical group practice or similar situation
* A minimum of two years directly related experience
* Certified or Registered Medical Assistant
* 0-1 year administrative or medical office experience highly preferred
* Demonstrated problem solving and critical thinking skills with strong attention to detail and excellence in the execution of fundamental administrative duties