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# Example of Clinic Assistant Job Description

Our company is growing rapidly and 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

* Follows designated instructions on safety procedures and precautions when assisting with patient treatment
* Assess patients and communicate urgent patient needs to the practitioner
* Participating in the identification of patients needs for referrals implementing teaching plans for patients and their families in accordance with individual care plans
* Overseeing and managing daily operations of the franchised location which operates 7 days a week, and ensuring that excellent service is consistently delivered to members and guests
* Assisting franchise owner and area manager in setting and achieving membership and retail sales and profitability goals
* Partnering with franchise owner and area manager to regularly monitor progress against goals
* Managing key business operations including inventory, bank deposits, in-clinic marketing
* Participates in developing department goals, objectives, systems and processes
* Make copies, send and retrieve faxes upon request
* Provide backup support in the absence of departmental administrative assistant daily relief for lunch and breaks to include staffing the reception desk, answering phones and assisting visitors to the department

## Qualifications for clinic assistant

* Basic knowledge of computer key board skills
* Demonstrated ability to understand and satisfy customer needs and expectations
* 3 years administrative experience working in a clinic or hospital setting
* SharePoint or CTREX experience
* One year of receptionist or admitting experience in a healthcare setting
* Completion of an approved or accredited medical assistant training program that satisfies CAAHEP, ABHES or Dept of Education guidelines or meets the exception criteria outlined by the state of Arizona and one year of patient care experience OR two years of patient care experience supporting clinical staff and providers in a clinic or hospital setting