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# Example of Clinical Assistant Job Description

Our innovative and growing company is hiring for a clinical assistant. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for clinical assistant

* May perform appointment scheduling and registration for patients updating patient demographic and insurance information
* Evaluate and manage patients within the subspecialty area of neuromuscular to include EMG's and nerve conduction studies
* Manage day-to-day operations of assigned project(s) including
* Maintain competence in performing technical skills to assure that patient samples are collected and handled correctly throughout the entire process to ensure specimen integrity and ensure patient results are reported accurately in a timely manner
* Direct the day-to-day administrative, personnel and financial operations of the Division
* Manage, review and analyze the performance of the Division on a monthly basis, including All Funds, clinical practice, productivity, gifts, endowments, general funds and research operation metrics
* For new site/CRO, perform pre-qualification visit and write report
* Interact with patients/subjects with regard to study, including patient education, procedural instruction, follow-up
* Answers any phone all and inquiries regarding study protocol
* A letter of application and vita

## Qualifications for clinical assistant

* Reviews Clinical Trial Management System (CTMS) information to ensure documents are current and update as needed
* Prepares individual diet slips for meal trays and tallies portions and kinds of food for each type of diet
* Maintains records of food usage, diet supplements, nourishments, \*
* Communicates with patient, dietitian, dietary personnel, kitchen staff and nursing staff as needed concerning patient diets and preferences
* Responds to the phone printer requests
* Screen calls for the dietitian, managers, coordinators and employees to determine information requested and urgency