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# Example of Health Assistant Job Description

Our innovative and growing company is hiring for a health assistant. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for health assistant

* Be required to rotate on an “on-call" status for emergency drug screens that occur after business hours
* The Administrative Assistant is the primary contact person for students, faculty, and staff who come to, email or telephone the Student Health Center
* Greets patients promptly and professionally and assists them in accessing the Student Health Center’s services
* Create and maintains the appointment schedules for providers
* Verifies demographic information and insurance information
* Answers the telephone, gathers complete and appropriate information from callers, refers the caller as needed or takes messages for follow-up by Student Health Center staff
* Collects and processes payments for medical services, to include issuing receipts, preparing deposits and reconciling daily transactions through Workday
* Maintains and orders office supply inventories, to include creating purchase requisitions, processing invoices, forms and approvals to make payments for goods and services through Workday
* Proficiently uses the medical practice management system to schedule, create reports, processes bills and post transactions
* In consultation with the director and the clinical staff, interviews, selects, coordinates, schedules, supervises, trains and evaluates student employees

## Qualifications for health assistant

* Bachelor’s degree, within five years of the desired start date in Business, Marketing, Organizational Management, Allied Health, or related areas (i.e., health promotion, health education, nursing, exercise science)
* Minimum of three years equivalent work experience required, one year at the GS-09 equivalent level
* Experience in planning and developing methods to monitor goals and objectives
* Experience in developing plans for evaluation and research
* Experience in applying a variety of communication methods and techniques to market and promote activities
* Ability to identify components of evidence based health promotion programs based on behavioral change theories