



Example of Clerical Associate Job Description

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Our company is growing rapidly and is searching for experienced candidates for the position of clerical associate. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for clerical associate

- Answers and routes all telephone calls appropriately
- Maintains patient/staff confidentiality
- Filing, data entry, reception work, schedule meetings, typing and preparing correspondences
- Ensuring all referrals are received complete prior to data entry
- Contacting Intake Planners for needed material to complete processing
- Faxing confirmation back to Intake Planners
- Logging in referrals and verifying MD information on Referrals
- Ensuring patient insurance is verified by Billing Department
- Updating patient information in Home Care Data base
- Making copies and distributing referrals for the following areas when needed or ordered

Qualifications for clerical associate

- Ensuring all referrals are data entered and filled by referral date along with copies of the Intake Planner Confirmations
- Processing and verifying order receipts
- Working as a liaison between Physician and Vendor to secure patient specific special surgery orders
- Working as a liaison between Head Nurse and Vendor (or on-site Warehouse) to facilitate any order
- Performance of data entry and retrieval

