



Example of Clerical Associate Job Description

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Our growing company is looking for a clerical associate. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for clerical associate

- Reinforce relevant hospital policies with patients, families, visitors, peers and hospital staff
- Adhere to departmental and organizational policies and procedures
- Report unsafe conditions to Supervisor/Service Line Administrator
- Perform other related work as instructed by Supervisor/Service Line Administrator
- Meet and greets new patients
- Prepare new charts in advance for specific employees
- Receive employees, record the visits, and retrieve charts for the provider/nurse
- Answer telephone and transfer calls appropriately
- Answer questions of employees regarding OHS procedures and policy according to scope of practice
- Prepare/retrieve charts for pre-employment, annual assessment, visits, and follow-up for provider review

Qualifications for clerical associate

- File lab reports and other documents into charters in proper order
- Log lab reports in book, give reports to the provider to review
- Address letters to employees for follow-ups of PPDS, abnormal findings, vaccinations, annual assessments and follow ups
- Schedule appointments for pre-employment physical exams and annual assessment

