



Example of Clerical Associate Job Description

Powered by www.VelvetJobs.com

Our company 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

- Contacting cardiac clinic patients to schedule diagnostic procedures before clinic visits
- Preparing, faxing and/or emailing Manage Care Log of patients for Stress, Neurology and Pacemaker tests
- Opening and closing Cardiology and Neurology visits
- Answering phones, directing call and taking messages
- Reconciliation of EKG orders in Tracemaster
- Managing Daily Testing Report Log
- Other clerical duties assigned by Supervisor and Medicine Administrators
- Verifying all patients insurances
- Checking 15 data elements in the Unity System
- Obtaining demographic information and signature of patients

Qualifications for clerical associate

- Opening and closing patient visits into CRT
- Booking appointments into CRT
- Informing clinicians that patients are waiting
- Calling Medical Records for chart numbers (if needed)
- Calling all Managed Care for authorization and continuation of visits
- Light typing as needed