



# Example of Clerical Associate Job Description

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Our company is hiring for a clerical associate. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for clerical associate

- Maintain medical records such as filing, purging, and copying medical records
- Schedules appointments for patients
- Receive and processes incoming referrals including medical, specialty, and ancillary services
- Obtain and track MD Orders
- Ensure orders are received and processed in a timely fashion
- Assist with following-up on past due authorizations of service
- Create intake folders and nursing visit packets
- Assist with the processing of Payroll checks
- Initiate client contact calls
- Assist with switchboard duties

## Qualifications for clerical associate

- Provide support to members of the Managed Care Unit
- Envelope stuffing and sealing
- Refer patients with external referrals to staff person in charge
- Escort patients to clinic appointments as needed
- Answering patient's inquiries
- Liaise with nurses, physicians and other staff