



Example of Clerical Associate Job Description

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Our company is looking for a clerical associate. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for clerical associate

- Keep records of all trial related documents according to the SOPs
- Ensure optimal quality of all processed orders by following the applicable SOPs
- Follow up of courier performance, turn around times, cut off times
- Proficient in the use of various computer software and applications
- Register patients upon arrival to the unit
- Escort patients to exam or diagnostic rooms
- Register patients, open and close visits and schedule appointments
- Prepare physician schedules for diagnostic services to ensure adequate staff coverage
- Ensure physicians completion of medical records
- Address HIS issues to maintain timely documentation

Qualifications for clerical associate

- Liaison with other departments throughout the network
- Manage physician timecards
- Perform diagnostic and departmental documentation in HIS or Management systems
- Maintain departmental files and employee records
- Maintain inventories and order supplies/equipment as needed
- Perform typing/word-processing projects