



Example of Clinic Assistant Job Description

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Our innovative and growing company is looking to fill the role of clinic assistant. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for clinic assistant

- Ensures all staff members adhere to all established policies and procedures related to the front desk business operations and continuously monitors compliance
- Establishes and continuously assesses the effectiveness of the internal controls within the unit and compliance with University policies and procedures
- Work with providers, nursing and office staff to effectively, efficiently and accurately fulfill the duties and responsibilities of a busy office practice
- Be directly accountable and responsible to the consumer for the quality of care rendered
- Work with providers, nursing and office staff to effectively, efficiently and accurately fulfill the duties responsibilities of a busy office practice
- Assisting franchise owner in achieving membership and retail sales and profitability goals and partnering with franchise owner to regularly monitor progress against goals
- Front office support for the medical clinic including greeting clinic customers, answering main clinic phone, ensuring smooth patient flow, scheduling clinic appointments, confirming customer intake materials are completed, coordinating providers' schedules and maintaining the clinic schedule and resolving scheduling conflicts as they arise, scheduling referral examination with outside medical providers as needed
- Provides the administrative and information management function for the clinic including copying, scanning, faxing, mailing, filing documents in medical

- Generating the business traveler list from ISOS traveler spreadsheet and communicating with business travelers to coordinate/schedule travel consultations
- Ordering clinic and office supplies

Qualifications for clinic assistant

- Customer Service/Administrative in a Healthcare setting
- Demonstrated expertise as procedural duties for assigned area the skill to critical think of how procedural flow impacts operations
- Requires 3-5 years of equivalent experience in a medical setting
- Enjoy role diversity as this clinic starts up, and grows
- Graduation from an AMA approved Physician Assistant program, required
- Current licensure to practice as a Physician's Assistant from the State, required