



JOB DESCRIPTION

JOB TITLE: Office Assistant

DEPARTMENT/DIVISION: Internal Medicine/Atrium

STATUS: Full-time, Non-Exempt

REPORTS TO: Practice Operations Manager

DATE: March 2018

POSITION SUMMARY:

The Office Assistant is primarily responsible for providing assistance to the physicians and the patients, which includes answering phones, preparing charts and scanning documents into the EMR system. The Office Assistant exhibits strong organizational skills and works collectively with physicians, clinical staff and administration.

DUTIES AND RESPONSIBILITIES:

- Responsible for answering patient phone calls and taking detailed and accurate information/messages.
- Sort, scan, and file a variety of medical records and information such as laboratory and pathology reports, operative notes, and discharge summaries into electronic patient medical records in appropriate sections.
- Handles calls to patients for PCMH follow up
- Assist with patient referral tracking, maintaining ER/ED logs and running reports all for PCMH
- May be required to provide administrative support to Practice Operations Manager as needed, including filing, typing, etc
- Other duties as assigned.

EDUCATION & EXPERIENCE:

- Minimum of a High School diploma; Associates Degree preferred.
- 1 to 3 years relevant experience preferably in a healthcare environment.
- Electronic Medical Records experience required.

QUALIFICATIONS & REQUIREMENTS:

- Strong organizational skills; must be able to multi-task.
- Strong verbal and written communication skills.
- Must have excellent computer skills.
- Ability to work independently and collaboratively on assigned tasks and projects

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