

Position Title: Administrative Office Assistant
Department: Physician Office Practice
Classification: \$10.35 min. doe

Job Summary: Serve as the first contact with patients. Answers phone calls and routes appropriately; schedules appointments, maintains accurate patient demographics, records charge and collects payments. Works with the medical and clerical staff of the physician office practice.

Qualifications:

The following qualifications, or equivalent, are the minimum requirements necessary to perform essential functions of this job.

Education and formal training:

High school diploma or equivalency. Post high school business or medical management course preferred.

Work Experience:

One-year medical office experience preferred.

Knowledge, skills, and abilities required:

Must have computer/typing skills and general medical office knowledge. Demonstrates the ability to interact effectively with patients, families and others. Demonstrates an attitude of cooperativeness and team spirit. Provides evidence of professional values and ethics.

Physical Requirements:

Must be able to lift 30 pounds. Must have visual acuity and adequate hearing. Must be able to endure extended periods of sitting or standing. Must be able to handle stress well. Must be physically able to perform CPR.