

JOB DESCRIPTION

This job's overall purpose is to provide direct patient care to patients in CH Subspecialty clinics by coordinating with other team members and utilizing clinic policies and procedures. They will perform initial screening of patients and assist providers with procedures as needed. In addition, will assist the referral coordinators by doing administrative tasks, including but not limited to making phone calls, report management, and other administrative tasks as assigned.

RESPONSIBILITIES

- Assist with subspecialty clinics by reviewing patient needs, check patient in and perform necessary procedures during clinic.
- Perform screening and diagnostic procedures as indicated
- Review checks out information with patient and ensure next steps are understood
- Maintain efficient flow of clinic so that volunteer provider can see the most patients effectively.
- Assists referral coordinators in daily administrative work by assisting with phone calls, report management, and other tasks as assigned.
- Occasionally works an evening or Saturday clinic with volunteer provider ensuring the above needs are met.
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QUALIFICATIONS

- High school diploma or GED equivalent required.
- Certificate from an approved Medical Assistant Program and BLS required.

SPECIAL SKILLS & KNOWLEDGE

- Experience with electronic medical records, Microsoft Office Suite, and customer service skills required
- Ability to interact with variety of patients, volunteers, and staff
- Position is in a part-time specialty clinic setting and part-time administrative work setting