



Administrative Assistant

Reports to: Practice Supervisor

Schedule Requirement: Primarily during the hours of operation of the clinic. Currently, Saturdays, 8 am – 12:30 pm.

Tasks includes:

- Door Access: Manage the clinic’s main entrance door access. Only patients with approved appointments and authorized staff should be allowed entrance. Prevent walk-in traffic.
- COVID-19 Screening: Screen all patients and volunteers for COVID exposure/pending COVID testing, COVID symptoms and check their temperature.
- Name Tags: Create name tags for all volunteers.
- Answer the phone.
- Check-in Procedures:
 - o Fulfill front desk duties such as patient care, patient check-in and patient check-out.
 - Confirm purpose of appointment and verify patient’s demographic information is correct.
 - In-take Form: Confirm relevant in-take forms for type of visit, and assist patient in completing the forms.
 - Ensure patient electronic tablets are sanitized and charged throughout the clinic’s hours of operation.
- Check-out Procedures:
 - o Verify follow-up appointment has been scheduled, if needed.
 - o Assist Medical Assistant with their tasks as needed.
- Medical Assistant Back-up:
 - o Cross-trained to perform “Coordinate Follow-up Care” to help Medical Assistant.
- Maintain office’s orderly/clean appearance.