



Genevive

Job Description: Office Team Assistant

Job Title: Office Team Assistant

Department: Business Operations

Position Summary: An Office TA will be responsible for a wide variety of clerical duties, including data entry, provider scheduling, maintaining patient records, daily mail duties and special projects as needed.

Supervision Received: Office Manager

Supervision Exercised: None

Hours per Pay Period: 80

Classification:

Full-Time

Exempt

Part-Time

Non-Exempt

Required Qualifications:

- High School Diploma or equivalent
- Health care experience required
- Typing speed of 75 wpm
- Strong customer service skills
- Proficient computer skills with Microsoft Office applications
- Ability to manage multiple tasks/projects and deadlines simultaneously
- Excellent interpersonal, organizational and communication skills

Equipment Used:

- Computer
- Copy/Scanner/Fax machine
- Postage/mail machine
- Telephones

Specific Duties/ Responsibilities:

- Responsible for Provider visit scheduling and tracking
- Data entry in AdvancedMD software
- Sending/receiving patient medical records
- Chart completion
- Mail duties: posting, pick-up and delivery
- Filing as needed
- Scanning and faxing
- Answering the phone and responding to providers and clinical staff
- Provides support to Lead/Manager, as requested
- Commit to the highest, feasible level of confidentiality possible ensuring adherence to all HIPAA security requirements

Physical/Mental Demands and Work Environment:

- Requires sitting and standing associated with a normal office environment.
- Performs highly complex and varied tasks requiring independent knowledge and its application to a variety of situations, as well as exercise of independent judgment.
- Requires the use of office equipment, such as copiers, computers, telephones and fax machines.
- Work requires hand dexterity for office machine operation, stooping and bending to files and supplies, mobility to complete errands, or sitting for extended periods of time.
- Vision must be correctable to 20/20 and hearing must be in a normal range for telephone contacts.
- Must be able to prioritize activities when faced with competing demands.

The demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.