

Michigan Surgical Center Job Description

Position: Clerical Assistant

Status: Hourly Salaried Exempt Non-Exempt

Reports To: Business Office Manager

Purpose: Provides assistance in the Medical Records, Pre-Assessment, Scheduling, Reception, Accounts Payable and Administration Departments.

Functions:

All functions are essential unless otherwise noted.

A. Medical Records:

- Files, pulls, and locates patients charts
- Photo copy patient information and charts
- Flag charts for completion of charts
- Processes transcribed operative reports
- Processes mail runs and mailings
- Maintains medical records room
- Data entry

B. Pre- Assessment:

- Files patient information
- Locates and pulls charts for scheduled patients
- Assembly of paperwork and charts for patients
- Stickers charts
- Photo copying

C. Scheduling & Reception:

- Cross trained to back up staff for full-time scheduling and receptionist positions

D. Accounts Payable:

- Data entry
- Photo copying
- Files completed purchasing orders
- Helps maintain purchase order files

E. Administration:

- Assistant for Administrator and Office Support Coordinator
- Performs other duties as assigned

Working Conditions:

- A. Moderate walking, standing, and lifting associated with filing medical records
- B. Upholds Michigan Surgical Center Mission statement and values

Qualifications:

- A. High School diploma or GED
- B. Knowledge of medical terminology
- C. Clerical skills necessary to perform data entry, prepare reports, and tabulate routine data
- D. Able to operate office equipment: Computer, printer, fax, telephone, adding machine, mail meter, medical records storage file system, scanner, copy machine, etc.
- E. Physically able to view a computer CRT for prolonged periods of time
- F. Proficient in the English language
- G. Interpersonal skills to effectively communicate with patients, patient families, physicians, office staff, and co-workers
- H. Possess and demonstrate the necessary discretion in dealing with confidential information

Date: October 2009
Date Revised: August 2011
Date Revised: March 2013
Date Revised: May 2016
Date to be reviewed: October 2017

This description is intended to indicate the kinds of activities and levels of work difficulty required for positions with this title and should not be construed as declaring the specific duties and responsibilities of any particular position. The duties described should not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.