

FAMILY PRACTICE OF CADILLAC JOB OPPORTUNITY

Job Title: Office Assistant

Education: High school diploma or equivalent required. Associates degree in medical/administrative assistant or similar preferred.

Hours: 40 hours per week plus one weekend approx. every 6 weeks

Summary of Position:

The purpose is to deliver professional service to patients and visitors of Family Practice of Cadillac. This position includes patient registration, demographic collection, payment collection, scheduling, recording messages to physicians and staff, and medical document processing. Other responsibilities may be assigned as deemed necessary and appropriate.

Responsibilities:

- Greet patients in a friendly and helpful manner; either in person or on the phone
- Collect/update patient information and correctly enter into eClinicalWorks PM
- Collect patient payments and process
- Prepare bank deposits
- Schedule, cancel and reschedule patient appointments utilizing physicians' time efficiently
- Take complete messages, prescription refill requests, test results requests, etc.
- Scan documents in patient charts
- Process new patient applications
- Staff coverage of evening closing duties
- Prep physician schedules for the next day's appointments
- Abide by all practice protocols, including OSHA/MIOSHA and HIPAA rules and regulations.
- All other duties as assigned by supervisor

Other Requirements:

- Good attendance
- Professional verbal and written communication
- Good telephone techniques
- Strong computer skills
- Self-motivation
- Ability to work independently with little direction
- Ability to work efficiently in a fast-paced environment
- Organization

Please send letter of interest and resume to Family Practice of Cadillac, Attn: Carol Corwin at admin@fpcadillac.com.