

Job Description



Job Title: Office Assistant
Location: Riverton
Department: Front Desk
Report To: Patient Access Manager/Director of Nursing

Job Summary:

Responsible for customer relations duties with the public, check patients in and out, ask for and facilitate the receipt of patient payments, and maintain patient files. Perform organizational, clerical, patient care, and environmental tasks as needed to facilitate the highest quality of patient care, and the efficient utilization of available resources within the scope of practice. Provide support in regard to non-technical duties throughout the Business Office department.

Core Competencies:

Proactive

Anticipatory, change-oriented and self-initiated behavior. Proactive behavior involves acting in advance of a future situation, rather than just reacting. It means taking control and making things happen. Proactive employees generally do not need to be asked to act, nor do they require detailed instruction. Take initiative to see an issue and develop realistic solutions.

Achieve

Demonstrate effort, skill, or tenacity to reach or attain a desired objective, level of performance or quality of work. Carry out tasks successfully and completely. Attain goals despite difficulty. Able to exert the necessary effort using their own skill set to perform at the highest level desired within our organization.

Team Conscious

Demonstrate a genuine interest in thoughts and opinions, values, and needs of co-workers. Avoid speaking, writing, or doing other things that could be seen as disrespectful of patients and/or co-workers. Recognize and show respect for the strengths and contributions of others. Work with others to accomplish a common goal or objective.

Integrity

Act in ways that demonstrate personal reliability, honesty, and care that exhibit integrity and serves as a positive example of why others should trust the motives of our organization. View themselves as a reflection of the organization by following through on commitments and accepting ownership of any mistakes they might make. Leave others with a clear impression that integrity is a core value of Premier Bone & Joint Centers. This is in contrast to individuals who make commitments that go unmet, fail to acknowledge their role in disappointing events, or whose actions (or inaction) leave others with doubts about the level of trust that should be placed in Premier Bone & Joint Centers.

Excellence

Have the will to win, the desire to succeed, the urge to reach their full potential. We are what we repeatedly do. Excellence is the path chosen to be successful at work. The word excellence is defined as the quality of surpassing the average, possessing high qualities in one's field. It's about developing a winning mindset that says "I want to be great at what I do. I want my personal life and my work to be spectacular." Developing excellence is a deliberate process and takes time, yet it can be developed by creating a personal strategy that will put you on the road to success in life and in the workplace.

Never Quit

Can always be counted on to go above and beyond what is asked. Always give extra and unending effort and offer support to other team members. Persevere in completing tasks and don't get discouraged or cuts short efforts to accomplish goals and objectives. Make and fulfill commitments. Establish a pattern of working independence, always intend to fulfill any promise made, prepare for meetings and other tasks.

Trust

Believe that someone or something is reliable, good, honest, and effective. Act responsibly for the safety and care of Premier Bone & Joint Centers' patients. One is able to believe that something relayed by this employee, is true or correct even though you do not have proof of it. One is able to have firm belief in the reliability, truth, ability, or strength of this employee. This is an employee that one would put complete faith in and be confident that the integrity of this employee would guide their actions.

Communication

Communicate effectively, respectfully, and appropriately. Use good judgment as to what to communicate to whom by utilizing the chain of command, as well as the best way to get that accomplished. Speak in a clear and credible manner, selecting the right tone for the situation and audience. Listen to others and allow them to make their point. Be respectful to feedback and respond accordingly.

Essential Duties & Responsibilities:

Opening Procedures

- Ensure opening procedures are followed daily; including turning on lights and computers, prepare lobby for patients (including making coffee), and preparing clinic per physician's preference.

Answer Telephone/Greet Patients

- Answer telephone and greet patients/visitors in a timely manner with professionalism and politeness.

Patient Check In/Out

- Check patients in and out via EMR and/or practice management system.

Patient Paperwork

- Compile information to be placed in the patient's chart, including:
 - Verifying New Patient/Old Patient paperwork is accurate and complete,
 - Witnessing consents,
 - Explaining and witnessing acknowledgements,
 - Taking patient's photo when needed, and
 - Verifying History and Physical is complete and signed.

Workers' Compensation/Motor Vehicle Accidents

- Obtain correct information and ensure appropriate forms are completed.

Correspond with External Facilities

- Send operative reports and demographic sheets to external facilities.

Review Schedules

- Go through all upcoming office visits for the following day.
- Ensure insurance is on file.
- If a patient has an unpaid balance, make a note for the front desk staff to obtain payment. Ensure all self-pay accounts have payment arrangements in place.

Patient Assist

- Assist patients as needed with walking, transfers, dressing, and preparing for exam.

Assist Nursing Staff

- Obtain required information as directed by nursing staff including:
 - Patient's height,
 - Weight,
 - Blood pressure, and
 - Other medical information that may be needed.
- Assist with patient care procedures as directed by nursing staff or physician.
- Be available to assist other staff members as needed.

Orders

- Route orders to appropriate location/facility and assist with medical records requests.

Patient Observation

- Report abnormal observations of patient conditions immediately to nursing staff.

Environment

- Provide a friendly, safe, timely, quality driven environment, responsive to the needs of Premier Bone & Joint Centers' patients.
- This includes enforcing infection prevention/control procedures, using supplies and equipment in a cost effective manner and managing multiple tasks at one time.

Safety Standards

- Follow safety standards while performing patient related duties by using good body mechanics and carrying out patient transfer procedures correctly.

Emergency Situations

- Recognize and respond to emergency situations in an appropriate and timely manner.

Charges

- Enter and tally correct charges on all encounter forms.

Collections

- Collect deductibles, co-payments, and charges, and give receipts to the patients.

Scheduling Appointments

- Schedule patient appointments within clinic or via telephone in practice management system. Attach appointment to correct case.
- Verify correct daytime phone number.

Closing Procedures

- Ensure closing procedures are followed daily including:
 - Cleaning exam rooms,
 - Restocking supplies,

- Closing windows,
- Turning off lights,
- Locking doors,
- Tallying Daily Receipt Logs, and
- Batching credit card machines (if available).

Other Duties

- Perform other duties as directed/required to ensure efficient operation of the department.

Interpersonal Skills:

Working Relationships

- Ability to establish and maintain effective working relationships with physicians, co-workers, and the public.

Mentor

- Acts as mentor for new employees.

Personal Growth

- Accept responsibility for own professional growth and personal conduct.

Flexibility & Stressful Situations

- Ability to be flexible, organized, and function under stressful situations.
- Respond with flexibility to changing work load and/or patient assignments.

Initiative

- Exhibit initiative and self-directed behavior.
- Accept responsibility for own professional growth and personal conduct.

Analyzing Skills

- Analyzes situations accurately, makes decisions to bring a favorable resolution, and take effective action; seeks out help when appropriate.

Adherence to Facility/Departmental Policy:

Confidentiality/Right to Privacy

- Observe confidentiality of information in regards to patients, physicians, and fellow employees. Protect patient sensitivities and right to privacy.

Computer Use - Patient Data

- Use computer to accurately load, maintain, and retrieve patient data.

Attendance/Punctuality

- Maintain a good attendance record and arrive to work punctually.

Dress Code/Identification

- Follow dress code, including wearing identification and communicate name and role to patient.

Cell Phone Use

- Utilize cell phone for personal, use only during breaks or meal periods and out of the public eye.

Staff Meetings/In-services

- Participate in Premier Bone & Joint Centers and departmental in-services and staff meetings.

Safety & Infection Control Policies

- Adhere to safety and infection control policies.

Care of Environment, Equipment, and Supplies:

Equipment

- Utilize correct/safe technique when using equipment.
- Notify manager of malfunctioning equipment.
- Perform minor equipment repairs not requiring a service call.

Inventory

- Aid with collaboration of inventory list keeping quantities at a reasonable level, and ensure there is an adequate stock for the next clinic.

Clean, Neat, Safe Environment

- Maintain a clean, neat, and safe environment for patients and staff, including personal work areas.

Education:

Degree/Diploma Obtained	Program of Study	Required/Preferred
High School Diploma or Equivalent		Required

Certificates & Licensures		Required/Preferred
Current BLS-Health Care Provider (CPR Certification)		Preferred

Experience:

Years of Experience		Required/Preferred
	Experience in a Healthcare Setting	Preferred
	Previous experience in customer relations	Preferred

Physical Requirements:

Action	Description	Frequency
Seeing	Must be able to read reports, patient charts, diagnostic instruments, and to use a computer	Constant
Hearing	Must be able to hear well enough to communicate with patients and co-workers Must also be able to hear patient care alarms, call ligts, phones, and safety alarms	Constant
Speaking	Must be able to verbally communicate with physicians, staff, and patients/families	Constant
Fingering/Grasping	Must be able to write and type data into patient charts/computer, perform duties requiring fine motor skills, as well as grasp a telephone	Constant
Standing		Frequently

Sitting		Frequently
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Weight Demands:

Action	Description	Frequency
Lifting	Must be able to lift up to 25 pounds	Frequently
Pushing/Pulling	Must be able to assist patients in physical movements and aid in transport of patients to and from wheelchair, exam table, etc.	Frequently

Working Conditions:

Environmental Hazards

The fast paced environment may lead to increased levels of personal stress and demand high mental acuity.

Physical Hazards

Physical harm is possible when performing physical requirements, as listed above. Exposure to communicable disease, bodily fluids, and/or toxic substances is possible and can be physically harmful.

Unique Work Schedule/Travel

May be required to work after hours, on weekends, or holidays.
 May be required to provide services outside the clinical setting (i.e. at University or High School athletic events), or travel to offices throughout the state.

Employee Statement of Understanding:

I have read and understand the job description for my position. I am able to perform all of the essential functions of this position.

I agree to comply with the corporate compliance policy and all laws, rules, regulations and standards of conduct related to my position. As an employee, I understand my duty to report any suspected violations of the law or the standards of conduct to my immediate supervisor.

As an employee, I will strive to uphold the mission and vision of the organization. All employees are required to adhere to the values in all their interactions with patients, customers, and fellow employees.

Note: This description is intended to describe the general job duties and employment requirements for adequate job performance, and should not be interpreted as an exhaustive report. Additional duties and responsibilities may be assigned at the discretion of the employees' supervisor.