

Premier Community HealthCare Group, Inc.
Job Description

Job Title: Administrative Assistant
Department: Administrative Support
Reports To: Executive Administrative Assistant
FLSA Status: Non-Exempt/Part-time
Prepared Date: January 2007 **Revised:** 9/2014,1/2018
Approved By: Chief Executive Officer (CEO)

SUMMARY: Provide administrative support by performing clerical functions such as photocopying, scanning and indexing into current document system. Preparing onboarding material, preparing packets and performing other general office clerk duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES includes the following, other duties may be assigned.

1. Scan, copy and fax.
 - a. Scanning various documents into current document system
 - b. Ensuring accurate indexing to proper employee and department files
 - c. Maintaining and entering information into databases in accordance to HIPAA guidelines.
2. Prepare packets as needed.
 - a. Prepare welcome bags, notebooks etc.
 - b. Assemble handouts and give-a-ways etc.
3. Ensure patient/employee confidentiality and EMR security at all times.
 - a. Maintain patient information within HIPAA guidelines.
 - b. Maintain employee information confidential within HIPAA guidelines.
4. Keep other employees informed when situations occur that disrupts timely patient flow through site.
5. Consistently participates in and actively adheres to patient care expectations to attain clinical goals set forth in the PCHG Health Care Plans and the Quality Improvement / Quality Assurance (QI/QA).

SUPERVISORY RESPONSIBILITIES: None.

GENERAL DEVELOPMENT:

1. Maintains a professional relationship and positive attitude with co-workers, the public, patients and the entire organization.
2. Maintains the highest professional and work ethics.
3. Displays enthusiasm toward the work, mission and vision of the organization.

PROFESSIONAL KNOWLEDGE, SKILLS AND ABILITIES:

1. High School Diploma or GED.
2. Ability to use basic mathematical skills.
3. Able to perform repetitive tasks.
4. Basic computer and Microsoft Office skills.

COMMUNICATIONS SKILLS:

1. Exceptional customer service skills.
2. Ability to communicate effectively, verbally and in writing.
3. Excellent grammar, spelling and interpersonal skills.

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS:

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

1. Ability to lift 20 lbs. regularly and 30 lbs.- 50 lbs. occasionally.
2. Ability to sit for long periods of time.
3. Direct exposure to computer screen.

This job description in no way states or implies that these are the only duties to be performed by the employee(s) serving in this position. Employee(s) will be required to follow any other job-related instructions and to perform any job-related duties requested by any person authorized to give instructions or assignments.

I have received and read a copy of my job description and fully understand the requirements.

PRINT EMPLOYEE NAME

DEPARTMENT

EMPLOYEE SIGNATURE

DATE

SUPERVISOR'S SIGNATURE

DATE