



Preventive Medicine, PC

Position: Administrative Position
Reports to: Administrative Assistant

JOB DESCRIPTION: Administrative position at Preventive Medicine, PC is required to uphold the highest moral and ethical standards. Respect each patient equally with no discrimination, provide quality care, and perform only the services as stated in the employee training guide and handbook limitations of skills.

BASIC FUNCTIONS:

- Arrives to work on time, prepared, properly dressed and with a positive attitude
- Assures the highest level of customer service (5 star) to each patient, co-worker, and vendor
- Ability to design professional, creative, reports and flyers
- Ability to multi-task
- Maintains open communications with each patient and co-workers.
- Maintains a clean and organized work area
- Uphold patient confidentiality to HIPPA standards
- Communicates with patients, staff and doctors in a proper and knowledgeable manner

ADDITIONAL FUNCTION:

- Participates in office cleaning and maintenance duties.
- Participates in company training and business meetings.

PHYSICAL/MENTAL/ENVIRONMENTAL REQUIREMENTS:

- Commitment to continuous customer service improvement.
- Physical stamina and ability to work at a computer for long periods of time.

DEMONSTRATED TECHNICAL SKILLS REQUIRED:

- Ability to perform basic computer functions.
- Proficient in Excel and Word.

EDUCATION AND EXPERIENCE REQUIREMENTS OR EQUIVALENCIES:

- High School Diploma