



JOB TITLE: General Clerk

EXPECTATIONS OF WORK HOURS: Full Time – Hourly Nonexempt

SUPERVISOR: Director of Customer Service and Billing

SUMMARY

This job description is a record of the essential functions of the listed job. The job description provides the employee, administration, human resource department, applicants, and other agencies with a clear understanding of the job, where it fits in the organization, and the skill and work requirements in relation to other jobs. Jobs are always changing to some degree and the existence of the approved job description is not intended to limit normal change and growth.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Ensure remarkable experience is provided to patients and referral sources
- Represent company through personal appearance, professional conduct, and oral and written communications
- Perform photocopying, faxing, scanning, and light typing
- Prepare forms and packets
- Organize, sort, and distribute incoming correspondence
- Organize, sort, and distribute mail, reports, and memos
- Handle confidential information with high degree of discretion without exception
- Utilize company assets in a prudent and judicious manner
- Any and all other duties reasonable assigned by supervisor

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimum Qualifications

- Education or experience equivalent to a high school diploma
- Ability to understand medical terminology and use multiple computer applications in performance of job functions
- Good verbal and written communication skills
- Ability to work independently and in conjunction with multiple employees
- Have the physical ability to stand or sit for long periods of time

- Have both visual and auditory functions as well as being able to verbally communicate with others
- Multi-task oriented with strong organizational skills
- Present and maintain a professional appearance at all times and be able to communicate with customers in varying levels of authority and position

The summary of position and responsibilities sections above provide a representative listing only and should not be regarded as a complete statement of tasks performed by incumbents of this position. It should be recognized, therefore, that any employee might be asked to perform job-related duties beyond those outlined.

I have received this job description. I believe I am fully capable of performing all items and tasks listed above and meet all the necessary qualifications.

Signature: _____ **Date:** _____