

Part-Time Medical Office Assistant

Employer: [Culver Pediatrics Center](#)

Point of Contact:

Rebecca Morales, RN

Director of Clinical Operations and Community Outreach

Nurse@CulverPediatrics.com

Voice/Text 574-544-2343

[Application Link:](#)

Start Date: Approximately on or around Wednesday, June 5th, 2024

Expected Hours:

10 hours per week

Flexible scheduling

Work 3-5 partial days per week

Must be in office at least once per week for inventory and office organization.

Participate in Monday morning huddles with Physician and Nurse

Hourly Pay: \$17-19/hour

In Person / Virtual : Hybrid — In Office at least once weekly for inventory, office organization, files management. Participate in Monday morning huddles with Physician and Nurse. Management of virtual office and clerical duties can be performed remotely.

SUMMARY

Culver Pediatrics Center is seeking a part-time **Medical Office Assistant** to join our team. This position is a hybrid virtual and in-office work opportunity. The Medical Office Assistant will manage the virtual front desk, virtual office, marketing, handle clerical duties, assist with community educational programming, and assist Nurse and Physician with patient care and practice workflow. **Works under the direction of Nurse/Director of Clinical Operations and Community Outreach.** Performs administrative duties to keep Culver Pediatrics Center running smoothly while maintaining a pristine, friendly environment where patients feel comfortable, safe, and welcome.

JOB SPECIFICATIONS

Education: High School, Associate Degree, or Bachelor's Degree.

Letters of Recommendation: Two letters of recommendation from an employer or instructor with whom applicant worked within the last 18 months.

Tasks/Duties:

- Office/Clerical Duties and Tasks:
 - Prior Authorizations
 - Manage Virtual Reception Desk including Ring Central phone lines, faxes, and text messages
 - Pre-visit patient appointment preparation, files management, fax management, answering phone calls, and answering non-medical texts/emails
 - Inventory Tracking and Supply Ordering
 - Office Organizing
 - Scheduling/Calendar Templating For Nurse and Physician
 - Assist nurse with referrals, direct, and indirect patient care tasks
- Office Organizing
 - Sharps and medical waste disposal
 - Recycling management including breaking down boxes and taking them to Recycle Depot
 - Maintain a clean, well-organized, pristine office environment
- Marketing and Business Management
 - Track and nurture practice leads, inquiries, and messages
 - Assist with social media:
 - Taking photos
 - Creating posts
- Assist with Camp Veggie

Expectations:

- Communicates with patients, vendors, and visitors to the office in a professional, courteous, friendly manner. Must be able to articulate the importance of the recommended directives of the physician.
- In-Office at least once per week for inventory, organizing, taking photos and video for social media
- Participate in weekly huddles with Physician and Nurse
- Performs other duties consistent with purpose of job as directed
- Up to date on Tdap and Hepatitis B vaccine (Offered at no cost at Culver Peds)
- Current Tuberculosis Screen (Offered at no cost at Culver Peds)
- Willing to travel to pick up or drop off medications or collect test samples
- Assigned hours, starting time, or days of work are subject to change based on the patients' needs

Other Requirements:

- Must pass a background check
- Must be able to work in a virtual office suite without constant direct supervision.
- Must be tactful in handling patient problems often of a highly personal and confidential nature.
- Must display excellent customer service skills and telephone etiquette.
- Will become familiar with medical terminology and common abbreviations.
- Must be able to maintain self-composure during frustrating interpersonal situations.
- **Must be able to advocate for patients when interacting with insurance companies**
- Empathy and compassion to give support to patients of diverse backgrounds
- Must be welcoming to all patients and their families who enter our space.
- Attention to detail and problem-solving skills.
- Bilingual in English and Spanish preferred.
- Moderate levels of stress should be anticipated on a daily basis.
- Able to adjust communication skills to the level of the patient.
- Strong computer, social media, data entry, and office management skills.

BENEFITS

- Acute medical care for sudden illness or injury for employee at Culver Pediatrics Center
- Deeply discounted medications and labs
- Access to Holistic Wellness Programming
- Flexible hours and schedule.

At Culver Pediatrics Center, we don't just believe in diversity, inclusion, and equity. We celebrate, we support, and we thrive on DEI for the benefit of our staff, our patients, and our community. Members of historically underrepresented groups are encouraged to apply.