Job Description

POSITION: Front Desk Clerk at Seton-Topfer Community Clinic
SUPERVISOR(S): Supervising Faculty
SUPERVISES: N/A

GENERAL DESCRIPTION
- Part-time position Thursdays 5:45pm – 8:15pm, not including break weeks. Two additional hours paid to cover transportation costs (approximately 5 hours total per week).
- Manage reception desk of a busy student clinic within an affiliate’s community clinic.

DUTIES
- Checking patients in, scheduling appointments, pulling charts, filing charts, and collecting co-pay fees are some of the tasks that keep this clinic running smoothly.
- Arrive at Seton-Topfer at 5:45pm (15 minutes before 1st appointments).
- Wear business casual clothing and AOMA name tag.
- Prepare all files of the patients that day, place check-in list on the front desk, give new patients appropriate paperwork.
- Take payments from patients and schedule follow-up appointments.
- Call patients to give reminders about appointment dates.
- Let interns know when a patient has arrived and paperwork is complete.
- Copy in-take forms and put in an envelope for Seton.
- Calculate cash and bring to AOMA finance office.
- Prepare the patients file for next Thursday.
- Check for fallen needles in each room and hallways, clean up front desk area, lock the front door of Seton-Topfer clinic at 8:15 pm.
- Similar duties as deemed necessary by supervisor.

MINIMUM REQUIREMENTS
- Must be currently enrolled student at AOMA, in good academic and financial standing, and eligible for Federal Work Study
- Motivated and self directed; attends to details.
- Ability to effectively communicate and interact with persons of diverse backgrounds.
- Professional in demeanor, actions and behaviors.
- Ability to operate with integrity and honesty
- Punctual

PREFERRED QUALIFICATIONS:
- Spanish is a plus but not a necessity.

PHYSICAL REQUIREMENTS
- Travel as necessary
- Walking, stooping, kneeling, crouching, reaching and twisting as needed
- Occasionally moves/transport, lifts up to 25 pounds
- Communicates, detects, converses with, discerns, conveys, expresses oneself, discusses and exchanges information
- Determines, distinguishes, identifies, recognizes, perceives, estimates, judges, inspects, compares, observes, assesses. Attention to detail essential, including proofreading documents and lines of text and numbers, visual discrimination

HOW TO APPLY
Send cover letter and resume to lhamilton@aoma.edu
*Position renews each term and is expected to continue. Term is based on the academic calendar.