

# Internship Job Description – Office Assistant

## Core duties

- **Patient interaction:** Greet patients and visitors, answer phone calls and emails, and provide assistance and information to patients.
- **Appointment management:** Schedule, confirm, and reschedule appointments.
- **Record management:** Create, update, and maintain patient records in an electronic health record (EHR) system and organize patient documents in paper charts as necessary.
- **Administrative tasks:** Copy patient documents including prescriptions.
- **Compliance:** Adhere to all HIPAA regulations and maintain the confidentiality of patient and staff information.

## Skills

- Multitasking
- General computer skills
- Communication
- Attention to detail
- Collaboration

## Schedule (Applicants will have an opportunity to discuss this schedule during interviews)

- Tuesdays 9am-2pm
- Wednesdays 5pm-8pm (1<sup>st</sup> and 3<sup>rd</sup>)
- Saturdays 8am-12pm (2<sup>nd</sup> and 4<sup>th</sup>)

