

Job Title: Clinic Services Administrative Assistant



Reports To: Clinic Services Practice Manager

Schedule: Monday – Friday

FLSA Status: Non-Exempt

Type: Part-Time

Summary: Responsible for reconciliation of daily financial deposits as well as scribing and preparing surgical medical record paperwork.

Essential Duties and Responsibilities Include:

- Medical Reports: enter client and patient information into HSC's database, transcribing doctors' notes, and monthly chart filing as necessary
- Financial Deposits: reconciling the daily receipts and reports from the previous day into an excel document and sorting patient services received
- Prepares discharge paperwork for surgery patients
- Ensure all necessary office supplies are on hand and placing appropriate orders as needed
- Ensure that correct and complete paperwork is sent to Charlotte Mecklenburg Animal Control as required
- Resolve any discrepancies with invoices and billing at the direction of the Clinic Services Practice Manager
- Files patient records appropriately
- Performs various clerical tasks as requested by the Clinic Services Practice Manager including special assignments and other duties as assigned when necessary

Qualifications/Expectations:

- Enthusiasm for the mission of the Humane Society of Charlotte and helping animals in our community, and envelops the skills and eagerness to represent HSC's mission "to champion the wellbeing of companion animals and strengthen their bond with the people who know, love, and need them"
- Required: Six months related experience and/or training; or an equivalent combination of education and experience

- Required: Strong attention to detail and careful data entry is crucial to the role
- Preferred: Working knowledge of MS Office (Excel, SharePoint & Outlook), database management software or CRM's, and EMR Software
- Preferred: Experience with healthcare authorizations, billing and data entry
- Preferred: Knowledge of medical and veterinary terminology
- Self-motivated, well organized, detail oriented, and able to effectively work independently and within a team framework
- Strong interpersonal communication skills required, as well as a high level of skill in written and verbal communication
- Capable of balancing multiple priorities, with limited resources, in a fast-paced environment
- Must be comfortable interacting with dogs and cats
- Must have a reliable mode of transportation
- Must be willing to work flexible hours, including evening and weekends as needed
- EOE

Work Environment:

- Exposure to high noise levels
- Relaxed but fast paced office, with a team-oriented environment
- Comfortable interacting with dogs and cats

Physical Demands:

- Must be able to lift/move up to 25 lbs.
- Must be comfortable remaining in a stationary position

 I understand the job duties and responsibilities as described above and can perform all tasks as outlined.

Signature: _____

Printed Name: _____

Date: _____