

Volunteer Receptionist / Administrative Assistant

Summary: Provides clerical support to the clinic staff and volunteer team within areas of education and/or skills.

Department: Water Street Health Services.

Hours of Operation: Mondays 8:00 AM - 1:00 PM; Tuesdays 8:00 AM - 1:00 PM; Wednesdays 8:00 AM - 1:00 PM and Thursday 9:00 AM - 5:00 PM.

Commitment Level: Weekly on Mondays 8:00 AM - 1:00 PM; or Mondays 4:30 PM - 8:00 PM; or Wednesdays 8:00 AM - 1:00 PM; or Thursdays 1:00 PM - 05:00 PM.

Current need: Mondays 8:00 AM - 1:00 PM or Thursdays 1:00 PM - 5:00 PM.

Essential Duties:

- ☐ Greeting of patients, meet service needs
- ☐ Answer telephone professionally
- ☐ Copy and mailing of requested records
- ☐ Identifies and maintains patient confidentiality
- ☐ Preparing and maintaining medical/dental records, chart reviews for completeness
- ☐ Data entry
- ☐ Basic computer program proficiency
- ☐ Utilize computer software to maintain practice systems
- ☐ Routine use and maintenance of office equipment
- ☐ Verifying insurance and care eligibility status
- ☐ Form completion
- ☐ Document accurately
- ☐ Schedule and manage appointments in EPIC & Dentrix
- ☐ Office supply inventory

Education: H.S. Diploma or GED; Experience in an office, customer service setting.

Equipment: Computer, telephone and various office equipment to perform essential functions.

Supervised by: Office Manager.