

CORE Psychiatric & Psychological Services

Job Description

JOB TITLE: Administrative Assistant
FLSA STATUS: Non-Exempt/Hourly
REPORTS TO: Administrative Supervisor
REVISION DATE: 9/23/2018; 10/16/2019; 08/03/2020, 09/03/2025

JOB SUMMARY:

The Administrative Assistant is responsible for providing support and assistance to all Administrative, Clinical Staff, and Members.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other assignments, projects, and duties may be required:

1. Will Conduct General office, secretarial, and receptionist duties under the supervision of the Administrative Supervisor.
2. Complete intake referrals utilizing the referral form.
3. Receiving, tracking, and scheduling members for upcoming appointments.
4. Courteously answer telephones and direct calls as needed.
5. File documents according to federal, state, and local regulations.
6. Compose correspondence amongst members of the team in collaboration with scheduling.
7. Review company policies and procedures as needed.
8. Collect and verify member insurances from different carriers.
9. Attend training and educational opportunities as designated by supervisor.
10. Operation, maintenance, and input of data into Electronic Medical Records.
11. Arrange interoffice mail to be sent to the corresponding office.
12. Operation of office equipment including Computer, Copier, Scanner.
13. Collect Copayments at time of service
14. Other Duties as assigned by supervisor.

QUALIFICATIONS:

A minimum of a High School Diploma or GED is required. Candidate must possess 2-3 years of experience in an office environment, preferably a mental health provider or medical facility. Ability to multi-task in a busy office environment. Ability to work as a member of team. Must be reliable, kind, positive and be compassionate in nature.

WORK STATUS: Full Time
WORK ENVIRONMENT: Office
TRAVEL: Travel as needed

Employee Signature

Date

Human Resources Manager Signature

Date