



Neighborhood Health – Clinic Assistant (I, II, III, IV, V)
Non-Exempt, 40 Hours

At Neighborhood Health, we're passionate about our mission to provide a kind and caring premiere workforce. Our team-based approach to comprehensive patient care creates a challenging and rewarding work environment where you have a direct role in helping members of our community receive quality medical services they can afford. And that's something you can feel good about.

As a member of our growing team, you will feel at home in a fun and diverse community of healthcare professionals. Our goal is simple: improving access to healthcare in our community and surrounding areas. Neighborhood Health is looking to add a Clinic Assistant (I, II, III, IV, V) to our team. Together, we are all committed to building healthier communities by delivering comprehensive, quality health care with compassion and respect.

- Participate in a team approach to patient care, working collaboratively with others and face-to-face with patients adapting quickly to changing priorities, while maintaining a high level of detail and customer service. The ultimate design and goal of the Clinic Assistant is to become proficient in 2 to 4 of the five (5) Clinic Assistant levels to promote cross-training and create system redundancy for continual quality improvement and back-up coverage.
- The employee will be assessed for their strengths upon hire and begin onboarding in one of the following areas: Front Desk, Appointment Scheduling, Pre-Certification, Referral Management, Back Office Support and have competencies signed off by an immediate supervisor within three months of service from date of hire to be officially classified as a Clinic Assistant 1. For each additional Clinic Assistant Level achieved, the employee will enhance their position as a Clinic Assistant and compensation will be assigned appropriately.

As a Clinic Assistant (I, II, III, IV, V), you will:

- Answer all incoming calls in a professional, courteous, and effective manner.
- Obtain precertification, prior approval, or predetermination authorization for medications, procedures / tests, services, medical supplies, etc.
- Participate in contacting patients prior to office visits to ensure appropriate information is on chart.
- Escort patient to exam room, measure vitals, and document in patient's chart.
- Assist physician in exam room as needed.

Requirements:

- Minimum of one year experience in patient care/medical office ideal, not required. Word processing and computer experience preferred. Knowledge of medical terminology and coding is preferred. Experience with medical office software is preferred.

Education Requirements:

- High School Diploma/GED. Training in medical and procedures.

This position is full-time with benefits. We offer competitive pay, health, dental, vision, critical illness & accident insurance, 403(b) retirement plan, PTO, and paid holidays.

Interested? Please fill out an application on the Career Page and/or send a resume along with cover letter to NHC Human Resources Department by email to: hrdept@nhci.org.

Neighborhood Health is an Equal Opportunity Employer. Neighborhood Health does not exclude people or treat them differently for any aspect of the organization because of race, color, national origin, age, disability (physical or mental), or sex (including sexual orientation).

If you are a qualified individual with a disability or a disabled veteran, you may request a reasonable accommodation if you are unable or limited in your ability to access job openings or apply for a job on this site as a result of your disability. You can request reasonable accommodations by contacting Human Resources at hrdept@nhci.org