

ESKATON
GENERAL OFFICE ASSISTANT
ESKATON HOME CARE

DEPARTMENT: Medical Records

Exempt _____ Non-exempt _____ X _____

JOB SUMMARY:

The General Office Assistant is responsible for organizing and maintaining medical records and reviews all charts for completion and accuracy. He/She obtains signatures from physicians for medical records, files all reports in the appropriate medical records, and responds to Eskaton Billing Service requests for delinquent billing information. In addition, will be responsible for generalized office duties.

JOB RELATIONSHIPS:

Responsible to: Office Manager

Workers supervised: None

Interrelations: All agency staff

QUALIFICATIONS:

Education:

High School graduate or GED.

Training and Experience:

One (1) year of medical clerical experience preferred. Able to learn to operate a laptop computer to perform clinical documentation and keyboarding or typing skills; previous experience preferred.

Knowledge and Abilities:

Knowledge of filing, record keeping, data entry, various computer programs and photo reproduction equipment.