

Administrative Assistant

Bigfork Valley Chiropractic Office / \$19.97 - \$28.35 / Casual Hours
258 Pine Tree Drive, Bigfork, MN, United States

Benefits- Casual Employees

- Earned Sick and Safe Time
- Employee Assistance Program: Bigfork Valley offers you and your family members free, short-term counseling, referral, and support services.
- Experience Pay Given

Job Summary

The Administrative Assistant is responsible for maintaining communication networks related to patient care activities, processing patient care information, and assisting with administrating correspondence, documentation, data collection, and report compilation as directed by the Allied Health Services Manager or the Chiropractor.

Upon completion of the Certified Chiropractic Assistant (CCA) program, along with a passing score on the exam, the CCA is also responsible for assisting in active patient care. Patient care is to include a) the set-up, administering, and cleanup of electric stimulation, ultrasound, and combination therapy, b) understanding the indications and contraindications of care, c) assisting the doctor of chiropractic in acupuncture set-up, d) assisting the doctor of chiropractic with kinesiology taping.

- Organizes and schedules appointments.
- Conducts face-to-face interaction with patients on the Bigfork Valley campus in the Chiropractic Clinic.
- Primary point of contact for patients and visitors in the Chiropractic office.
- Provides high-quality customer service and creates a positive environment for those entering the Chiropractic Clinic.
- Communicates with patients, families, visitors, and staff. Provides prompt and cheerful assistance to all individuals seeking information, facilitating communications both intra and inter-departmentally.
- Interacts with all levels of staff and management, physicians, patients, and families to obtain confidential information and properly schedule services.
- Works closely with Chiropractor, admissions, and medical records as well as both clinic and hospital staff regarding private patient information to derive patient labels, face sheets, history and physical, clinic notes, and other necessary information to process patient.
- Provide direct patient care within the scope of practice and certification.
- Transports patients in wheelchairs or conveyance to locations within the facility within educational abilities.
- Assists with direct patient care as needed within educational abilities.
- Development and implementation of Policies and Procedures to meet compliance requirements.
- Uses independent judgment and clinical knowledge to accommodate special requests from internal and external customers and/or patients.
- Exhibits accuracy, completeness, and timeliness, as well as confidentiality in all aspects of the position.
- Maintains confidentiality.

Job Summary continued

- Anticipates informational needs and organizes, prioritizes data, and works with limited supervision.
- Plans conferences, meetings, and other functions as directed. Prepares agendas, notices, and minutes of various meetings; schedules appointments; gives information to callers; composes and prepares correspondence; reads and routes incoming mail; and performs other administrative duties.
- Uses independent judgment and clinical knowledge to accommodate special requests from internal and external customers.
- Distributes mail and faxes to appropriate departments, clinics, or other medical institutions.
- Assists Allied Health Services Manager and Chiropractor with assigned projects as directed.
- Deals constructively with conflict situations; acts in a manner that promotes cooperation and consensus building.
- Consistently maintains a positive, constructive attitude; demonstrates awareness, concern, confidentiality, support, and responsibility for the success of Bigfork Valley Hospital.
- Exhibits and upholds work-related behaviors that are in accordance with the general rules and procedures of Bigfork Valley Hospital, as well as relevant professional codes of ethics, which reflect an appropriate role model for other employees.
- Supports and works toward the accomplishment of the mission, vision, and goals of Bigfork Valley Hospital; actively supports quality improvement initiatives; represents Bigfork Valley Hospital in a positive manner in interactions with customers, business partners, and the public at large.
- Helps maintain a clean environment within the Chiropractic Department.
- Assists in ordering supplies, as needed, for the chiropractic department and maintains supply stock as necessary for day-to-day operations.
- Regular attendance and punctuality are essential functions of this position for a variety of reasons, including face-to-face interaction with patients and visitors and direct patient care activities.
- Assist with transfer of patient, including transfer from or to a chair, wheelchair, chiropractic table, etc.
- This position serves as the primary point of contact in the Chiropractic Clinic on the Bigfork Valley campus.
- All other duties as assigned.

About the Position

- Casual Hours
- Weekdays only
- Day shift
- On-Site at Bigfork Valley

Qualifications

- One year of college or technical school in related field, and/or six to twelve months related experience.

*The hourly wage for this position is \$19.97/hour to \$28.35/hour, with a median wage of \$24.16/hour. It is not typical for an individual to be hired at or near the top of the range for their role. Compensation decisions are dependent on the facts and circumstance of each case and on several factors including relevant work experience, education, certification & licensure, and internal equity. Hourly pay is just one part of the compensation package for employees.

EEO/AA Employer/Vets/Disability