York County Free Clinic

Administrative Assistant

Supervisor: Administrative Director

Duties and Responsibilities:

- Maintains work schedule for clinical and clerical staff.
- Ensures facility is staffed appropriately with the necessary clinical and clerical personnel at all times.
- Processes requests for medical records in a timely manner.
- Obtains medical records on patients from other offices and hospitals as required.
- Scans outside lab reports and other medical record information into the computer as necessary.
- Notifies Administrative Director of any record requests from attorneys or courts before processing.
- Completes forms for medication.
- Maintains record of patients on Patient Assistance Program and ensures patients’ applications are current.
- Acts as back up to appointment scheduler and answers phones as needed.
- Makes referral appointments for patients and sends necessary information to the specialist prior to the appointment.
- Maintains referral log of patients with appointment information. Notifies patient of appointment with instructions as to their responsibilities.
- Prepares laboratory requests for lab technician in a timely manner.
- Maintains confidentiality of patient information at all times.

Knowledge, skills and abilities required:

Will possess good interpersonal skills, computer skills and will have strong organizational ability. Knowledge of HIPAA regulations and authorization requirements for release of information.

Physical requirements:
Able to lift up to 25 lbs., works in an environmentally controlled work place, may sit for extended periods of time, able to hear and see without compromise.
Please contact:

Betty Beckham
Administrative Director
Palmetto Volunteers in Medicine
235 S. Herlong Avenue
Rock Hill, SC 29732
(803) 366-6337 phone (803) 324-4819 fax

bbeckham@palmettofreeclinic.org