UNIVERSITY OF SOUTHERN CALIFORNIA

Clinic Assistant

Job Code: 187603

Grade: HC
OT Eligible: Yes
Comp Approval: 6/7/1994

JOB SUMMARY:

JOB ACCOUNTABILITIES:

<table>
<thead>
<tr>
<th>*E/M/NA</th>
<th>% TIME</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>______</td>
<td>______</td>
<td>Schedules patient appointments, answers general questions, obtains authorizations and pre-authorizations for patient care services. Schedules appointments with ancillary departments or other care providers as needed. Maintains master calendar for physician(s).</td>
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<tr>
<td>______</td>
<td>______</td>
<td>Ensures patient charts are prepared prior to appointment including x-rays and pertinent lab work, makes arrangements to obtain any special equipment needed. Sets up exam rooms, assists physician with exams as needed, monitors patient flow.</td>
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<tr>
<td>______</td>
<td>______</td>
<td>Reviews and codes charge slips for patient care services rendered and/or surgeries performed. Develops supporting documentation for insurance claims and submits claims to insurance carriers.</td>
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<tr>
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<td>Maintains files and records, oversees equipment and office supply inventory. Photocopies, collates, faxes, distributes, mails, performs errands. Reads and prioritizes incoming mail. Handles or routes as appropriate.</td>
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<tr>
<td>______</td>
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<td>Ensures that physician orders for medications and treatments are implemented by the appropriate staff.</td>
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<td>Maintains calendar for supervisor. Schedules meetings, depositions, etc. Makes arrangements for travel and lodging, facilities, equipment, parking, refreshments and other related details. Performs other related duties as assigned or requested. The University reserves the right to add or change duties at any time.</td>
</tr>
</tbody>
</table>

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

EMERGENCY RESPONSE/RECOVERY:

Essential: No
Yes In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.
**JOB QUALIFICATIONS:**

**Minimum Education:**
- High School or equivalent

**Minimum Experience:**
- 1 Year
  - Combined education/experience as substitute for minimum experience

**Minimum Field of Expertise:**
- Certificate of completion from medical assistance program. Medical office management, medical secretarial and medical assisting experience. Phlebotomy and EKG skills required for some positions.

**Skills: Administrative:**
- Answer telephones
- Assemble and organize numerical data
- Balance figures
- Compose letters
- Compute totals
- Coordinate meetings
- Draft routine correspondence
- Gather data
- Input data
- Prioritize different projects
- Read handwritten text
- Understand and apply policies and procedures

**Skills: Machine:**
- Calculator
- Computer Network (Department or School)
- Fax
- Personal Computer

**Supervises: Level:**
- May oversee student, temporary and/or casual workers.

**Supervises: Nature of Work:**
- Clerical/Secretarial

**SIGNATURES:**

Employee: _____________________________________  Date:_____________________________

Supervisor: ____________________________________  Date:_____________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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