

# Clerical Associate Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of clerical associate. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for clerical associate

- Answers and routes all telephone calls appropriately
- Maintains patient/staff confidentiality
- Filing, data entry, reception work, schedule meetings, typing and preparing correspondences
- Ensuring all referrals are received complete prior to data entry
- Contacting Intake Planners for needed material to complete processing
- Faxing confirmation back to Intake Planners
- Logging in referrals and verifying MD information on Referrals
- Ensuring patient insurance is verified by Billing Department
- Updating patient information in Home Care Data base
- Making copies and distributing referrals for the following areas when needed or ordered

## Qualifications for clerical associate

- Ensuring all referrals are data entered and filled by referral date along with copies of the Intake Planner Confirmations
- Processing and verifying order receipts
- Working as a liaison between Physician and Vendor to secure patient specific special surgery orders
- Working as a liaison between Head Nurse and Vendor (or on-site Warehouse) to facilitate any order
- Performance of data entry and retrieval
- Executing and expediting orders for the Operating Room

# Clerical Associate Hhc 3017 Study Guide

**Yicheng Fang**



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