

Clinical Assistant – Bellingham Clinic

We are a busy multi-disciplinary therapy clinic looking for a part time, 20-30 hours/week clinical assistant/receptionist who will be responsible for the daily administrative functions of the clinic, acting to support patients while adhering to company policies and standards.

As a medical facility we mandate COVID-19 vaccinations for our workforce and require masks to be worn while in the clinics.

Duties may involve all or some of the following:

- Keeping the clinic clean
- Sanitize treatment rooms between appointments
- Patient modalities
- Running clinical issues
- Plan of Care (POC) approvals
- Completing medical records requests
- Inventory/Ordering
- Front Office backup including greeting/intake/registration/processing of new and existing patients, scheduling, insurance coordination/verification, collecting patient financial contributions, medical records, telephone management
- Processing referrals
- Laundry

We are looking for a qualified, motivated individual with a passion for family medicine who can:

- Communicate effectively
- Provide excellent customer service
- Effectively manage patient flow
- Respond to patient questions and/or concerns in a calm and helpful manner
- Accurately enter and review patient data in the EMR
- Prioritize and multitask on multiple projects with frequent interruptions

Essential Knowledge, Skills and Abilities:

- Ability to establish lasting and effective employee relationships in a team environment
- Proficiency using standard computer and office equipment
- Good spelling, grammar, typing, data entry and phone skills
- Ability to maintain patient privacy and confidentiality
- Ability to adapt to process and procedure changes
- Ability to thrive and grow in a fast-paced, learning environment
- Medical office experience helpful, but not required