

Clinic Administrative Assistant

General Summary

The primary responsibilities of the Clinic Administrative Assistant is to provide administrative support for Radiology Associates of the Fox Valley and Northeast Wisconsin Vein Center patients and team members. The position holder is vital to the practice who performs a variety of administrative tasks. This position is scheduled Monday through Friday, no weekends or call hours.

Principle Duties and Responsibilities

- Maintain professional conduct during interactions with patients and practice affiliates.
- Answer telephones, screen calls, accurately take messages and relay information.
- Insurance verification and documentation in the medical record
- Schedule appointments and procedures.
- Assist with medical procedures under the direct supervision of medical professionals.
- Coordinating care with multiple hospitals.
- Updating and filing patient's medical records.
- Handling correspondence.
- Communicate essential information to medical providers and team members.
- Secure prior authorization.
- Ensure room and equipment cleanliness.
- Troubleshoot and report equipment issues.
- Provide support for clinical team in office.
- Maintain a safe environment.
- Clean surrounding work area.
- Other duties as assigned.

Knowledge, Skills, and Abilities Required

- Knowledge of Medical Terminology.
- Attention to detail and ability to multitask.
- Familiarity with Radiology is a plus.
- Maintain confidentiality.
- Strong interpersonal skills.
- Minimum 2 years office experience.
- EMR experience is necessary, EPIC and eCw is a plus.
- Manual dexterity required for operating machinery and computers.
- Maintain a professional appearance and provide a positive company image to the public.
- A certain degree of flexibility, creativity, and latitude is required.
- Ability to lift up to 50 pounds required.
- Ability to take initiative, remain attentive to detail, and adapt to change.

- Ability to identify problems and recommend solutions.
- Ability to establish and maintain effective working relationships with physicians, technical staff, clerical staff and others.
- Willingness to perform all duties as assigned.
- Comply & follow LucidHealth Human Resources and RAFV policies and procedures.
- Develop full potential of technical skills and knowledge.
- Develop full potential of technical skills and knowledge.

About LucidHealth

LucidHealth is a physician-owned and led radiology management company. We partner with radiology groups to provide the technology and resources to increase the strategic value of their practices nationwide. Our focus on quality outcomes supported by strong physician engagement provides a unique organizational structure serving as a solid foundation. Our belief is that all patients should have access to the highest quality of subspecialized imaging care, regardless of facility size or location. Our mission is to empower independent radiology groups to deliver world-class, subspecialized care to all patients within the communities they serve. For more information, please visit <http://www.lucidhealth.com>.

LucidHealth (LH) is an equal opportunity employer, providing equal employment opportunities for all qualified applicants and employees without regard to race, color, religion, ethnicity, age, sex, national origin, disability status, genetic information, protected veteran status, marital status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

If interested, please send resume to Sara Miller at smiller@lucidhealth.com