



Experts in Orthopedic Care

CLERICAL SUPPORT- TOC NOW

POSITION SUMMARY
Work collaboratively with the TOC NOW clinical support staff to facilitate patient care by providing clerical support consistent with the needs of the clinic.
ESSENTIAL FUNCTIONS
<ul style="list-style-type: none">• Document and handle patient messages and concerns• Ensure TOC NOW patients have accurate follow-up appointments• Upload and process incoming documents into appropriate patient chart• Review, authorize, and track orders, such as labs and advanced diagnostic imaging studies• Support the TOC NOW clinical staff, as needed• Perform other responsibilities associated with this position as deemed appropriate
GENERAL COMPETENCIES DESIRED
<ul style="list-style-type: none">• Excellent organizational skills• Strong PC skills• Strong oral and written communication skills• Ability to multi-task and adapt, simultaneously working on multiple projects
PHYSICAL DEMANDS
Requires prolonged sitting and standing, some bending, stooping and stretching. Requires eye-hand coordination and manual dexterity sufficient to operate a keyboard, photocopier, telephone, calculator and other office equipment. Requires normal range of hearing and eye sight. May require exposure to communicable diseases or bodily fluids.
CREDENTIALS DESIRED
Must have a high school diploma or equivalent and at least one year of relevant work experience in a health care setting.