

## **Brandon Clinic Vision Statement**

**Our ability to deliver optimal medical care to our patients will be maximized by the implementation of leading edge medical and business practices and technology. The Brandon Clinic will be recognized as an innovative leader within the medical and business community.**

**Job Description:** To represent Brandon Clinic Medical Corporation in a professional, respectful and courteous manner by providing assigned duties for patients. To be organized and efficient in ensuring patient charts are updated correctly in regards to pertinent information reflective of Receptionist duties, other duties as assigned and information that has been provided and performed. That all contact with Brandon Clinic Medical Corporation is managed in an efficient and professional manner. To work together as a team to reflect optimal patient care and efficient and effective performance to support such care.

### **Required Qualifications:**

- Medical Office Assistant
- Friendly, Reliable, Hard Working and Self Motivated
- Outstanding communication skills
- Customer service and administrative experience
- Computer knowledge
- Able to work independently and as part of a team
- Attention to detail is a must
- Strong organizational and time management skills with the ability to set priorities
- Must have a positive attitude and ability to work in a fast paced environment
- Enthusiastic, reliable and punctual
- Willingness to learn

### **Duties include:**

- Managing the flow of patients in an efficient and effective manner
- Performing lab tests, heights, weights and blood pressures as identified
- Assisting patients into the examination room
- Assisting Physicians with procedures and requests
- Assisting with exams including preparation of office and requisitions
- Assisting with patient queries, phone calls and other clerical duties including but not limited to booking appointments and updating patient information for accurate patient records
- Cleaning and restocking of examination rooms
- Assist in ordering and unpacking of medical supplies
- Cleaning and organizing of medical supply room(s)
- Sterilizing instruments
- Cross training as needed to assist in other areas as required
- Other duties as assigned

Individuals fluent in spoken and written languages other than English are welcome to apply.

We thank all applicants for their interest in employment opportunities with the Brandon Clinic; however only those selected for an interview will be contacted.

Please send resumes and certificates to [jnehring@brandonclinic.com](mailto:jnehring@brandonclinic.com) or fax attention Joanne at 204-726-1765