

Job Description Front of the Office

Position: Casual Office Administration / Medical Billing Clerk

Responsibilities:

Under the direction of the laboratory manager (or senior RT in absence of manager), the office admin / medical billing clerk will be responsible for the following;

1. Answering of telephones, greeting the patient in a caring and professional manner, preparing patient charts/providing charts to the RT's.
2. Informing patients and fellow staff members (verbally/med access or post written note) of timing of patient appointments—early arrival etc.
3. Doing reminder calls and pulling previous test results.
4. The scheduling of pulmonary function testing appointments along with the filing of scheduled/printed referrals.
5. Forwards test results to the Medical Director or the pulmonary interpreters for interpretation.
6. Typing/compiling dictated and emailed reports
7. Uploading verified reports to Netcare
8. Compiling and maintaining medical records while adhering to patient confidentiality policies.
9. Compiling spreadsheets of the previous months critical values provided by RT's.
10. Compiling year end spreadsheet on Adverse Events and Health & Safety reports.
11. Other office duties as assigned by the laboratory manager.
12. Billing of test to AHC, third party billings and spreadsheets, checking for aged accounts.
13. Review the office policy and procedure manual and review yearly.