



**USC** University of  
Southern California

## Clinic Assistant Job Description

### JOB INFORMATION

Job Code:	187603
Job Title:	Clinic Assistant
FLSA Status:	Non-Exempt
Supervisory:	May oversee staff, students and/or resource employees
Job Family:	Nursing
Job Family Group:	Nursing Services
Management Level:	7 Individual Contributor

### JOB SUMMARY

Schedules patient appointments, prepares patient charts and exam rooms, monitors patient flow, assists physicians with exams as needed. Reviews and codes charge slips, submits insurance claims. Performs office duties.

### JOB QUALIFICATIONS:

#### Education

Req	Pref	Degree	Field of Study
X		High school or equivalent	

#### Additional Education

Check here if experience may substitute for some of the above education.

Combined experience/education as substitute for minimum education

#### Work Experience

Req	Pref	Work Experience	Experience Level
X		1 year	

#### Additional Work Experience

Check here if education may substitute for some of the above work experience.

X Combined experience/education as substitute for minimum work experience

#### Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Medical office management and medical secretarial experience.

#### Other Job Factors

## JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Schedules patient appointments, answers general questions, obtains authorizations and pre-authorizations for patient care services. Schedules appointments with ancillary departments or other care providers as needed. Maintains master calendar for physician(s).				
Ensures patient charts are prepared prior to appointment including x-rays and pertinent lab work, makes arrangements to obtain any special equipment needed. Sets up exam rooms, assists physician with exams as needed, monitors patient flow.				
Reviews and codes charge slips for patient care services rendered and/or surgeries performed. Develops supporting documentation for insurance claims and submits claims to insurance carriers.				
Maintains files and records, oversees equipment and office supply inventory. Photocopies, collates, faxes, distributes, mails, performs errands. Reads and prioritizes incoming mail. Handles or routes as appropriate.				
Ensures that physician orders for medications and treatments are implemented by the appropriate staff.				
Maintains calendar of events for supervisor and/or physicians, such as scheduling meetings, depositions, procedures, surgeries, appointments, etc. Makes arrangements for travel and lodging, facilities, equipment, parking, refreshments and other related details as needed or requested.				

## Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC’s policy at: <a href="https://policy.usc.edu/mandated-reporters/">https://policy.usc.edu/mandated-reporters/</a>
<i>Campus Security Authority (CSA)</i>			<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC’s policy at: <a href="https://dps.usc.edu/alerts/clery/">https://dps.usc.edu/alerts/clery/</a>			No

## ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

\_\_\_\_\_  
Print Employee Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Manager Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.