

-Title: Administrative Assistant

-Supervisor: Administrative Coordinator

-Minimum qualifications: High School Diploma or GED Required; three years progressively responsible secretarial experience

-Primary job functions and performance expectations:

-A. Learns and utilizes Central Alabama Wellness Policies and

Procedures

1. Ensures the courteous and professional handling of telephone calls and subsequent messages.
2. Uphold the positive reputation of our medical office by always treating visitors in a friendly, welcoming, and compassionate manner.
3. Maintains client confidentiality.
4. Screens clients and employees at the entrance throughout the day.
5. Ensures the prompt and efficient management of scheduling client appointments.
6. Checks the medical staff's schedules one week prior to appointments to check for compliance and any scheduling errors.
7. Obtains copies of appropriate identification for each client.
8. Verifying client demographics, balances and updated insurance and fee information is collected at every contact with client.
9. Signs defendants up for Court Referral Education, Domestic Violence and Anger Management classes.
10. Complete monthly reporting to the AOC and Business Office.
11. Data entry into the MIDAS program for Court Referral Education Program.
12. Preparing material for the CREP instructions each month.
13. Insurance verification and data entry.

14. Scanning of varied material as determined by administrative coordinator.
15. Ensure the lobby, grounds and restrooms are clean and well stock daily.
16. Complete maintenance request for major and minor repair work needed for the facility.
17. Complete Incident reporting when necessary.
18. Ensure office doors and outside doors are locked at the end of the day.

-B. Manages present accounts receivable system

1. Derives billing amounts from appropriate documents.
2. Receives and accurately counts cash and other payments.
3. Receives and distributes appropriate receipts in accordance with current fiscal procedures and on a timely basis.
4. Accurately post payment amounts to record on a timely basis.
5. Accounts receivable material is balances, assembled, and closed out by close of business on Friday.
6. Ensures all payments and petty cash are secured behind two locks.
7. Complete weekly deposits.

C. Responsible for completion of other duties as assigned by supervisor.

These duties are treated with the same importance with relationship to confidentiality and priority as other duties and responsibilities unless otherwise instructed.