Orange City Area Health System

Available Position Description

Position: Home Health & Hospice Office Assistant

Description: The Home Health Office Assistant will be responsible for:

- Answering the phone and directing calls, taking accurate messages, paging the nurse if appropriate.
- Use of clinical information system for entering of patient information, appointment scheduling, printing reports, etc.
- Printing, sending, tracking of physician orders.
- Word processing/spreadsheet use and development for chart forms, schedules and other office information, copying and faxing reports.
- Submission of home health & hospice data to national database programs and printing reports.
- Generating and printing reports from clinical information system.
- Tracking and submitting employee mileage.
- Other general office duties as needed.

Must be able to multi-task, work with multiple interruptions, enjoy a wide variety of tasks, have excellent phone skills and a high level of accuracy and attention to detail.

Number of Hours: Full time: 40 hours/week

Schedule: 8 am - 4:30 pm.

Educational Requirements: High school diploma or equivalent required. Post high school secretarial, medical or computer training preferred.

Other: Computer skills necessary with proficiency in Microsoft Word and Excel. Previous office experience, especially in a medical office setting preferred.

Replacement: X **New**:

Date: 01/10/12

Position Filled:
Employee (s): _____ Date: _____
_____ Date: _____