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| A picture containing logo  Description automatically generated | **JOB AND ROLE DESCRIPTION** |

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| **Position Name** | **Office Assistant** | **Company** | Caring Bees Healthcare |
| **Job purpose** | Responsible for the coordination of patient visits, maintenance, and upkeep of scheduling records and logbooks. | | |

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| **REQUIRED QUALIFICATIONS** | |
| **Education** | |
| Nursing or Medicine studies. | |
| **Training or Expertise** | |
| Desirable medical and nursing background.  Understanding of medical language and scheduling. | |
| **Experience** | +2 years of experience providing administrative support to service companies, desirable medical facilities. |

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| **JOB FUNCTIONS** |
| Submitting, Tracking and follow up of  Prior Authorization. |
| Doing Insurance checks twice a month. |
| Take care of PCA referral. |
| Helping the Intake department as needed. |
| Follow up on Doctor’s orders. |
| Faxing orders daily. |
| Filling orders received in Axxess on daily basis. |
| Other duties as assigned. |

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| **REQUIRED SKILLS** |
| The position can be stressful in terms of meeting deadlines. |
| Primarily a desk job. |
| Must be able to adequately hear, on the telephone, with no more than an amplifier, and able to communicate, both verbally and in writing, in English. |
| Has impeccable time-management and communication skills. (written + spoken) |
| Highly organized and efficient. |
| Solution-oriented mindset and a proactive problem-solver. |
| Work independently and proactively on requests. |
| Independent worker and works well on a team. |
| Professional and positive attitude. |
| Ability to handle highly confidential information. |

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| **WAGE COMPENSATION** |
| Salary: $1,000 USD monthly payment – Payments are to be directly deposited into the account and employee is responsible for the transfer fee for each deposit.  Schedule: Monday through Friday 9:00 AM – 5:30 PM.  Internet and computer must be covered by the employee. |