

FAMILY MEDICINE AT EAST DES MOINES PARAMEDICAL STAFF JOB DESCRIPTIONS

The Family Medicine at East Des Moines is fortunate to have a dedicated and enthusiastic paramedical staff. The following is an abbreviated description of the duties for each classification of positions. The staff performs many other duties other than those described below; however, this information is to provide you with the basic function of each job classification.

Senior Clinic Administrator - The Senior Clinic Administrator is responsible for the operational performance in a medical office practice and monitors the activities of all office operations components to ensure the clinic meets its objectives. Advises and seeks consent from the organizations leadership team to coordinate and manage the activities in the clinic.

Clinic Supervisor - The Clinic Supervisor is responsible for the coordination of day-to-day clinic operations in a medical office practice and monitors the activities of all office operations components to ensure the clinic meets its objectives.

Clinical Assistant (CMA, LPN) - The assistants are individuals with training in a variety of clinical duties; they assist the physicians with direct patient care, perform laboratory and limited radiology duties and other tasks as required, including administrative, clerical, and clinical.

Billing Specialist - Responsible for posting charges and payments to patient accounts, and assisting patient and non-patient callers with billing questions. They also ensure accurate claims are submitted to insurance carriers, correcting claims as needed.

Patient Service Representative- Greets patients and visitors, determine their needs, and direct them accordingly. They answer the phone, schedule appointments, receive payments, issue receipts, and perform other tasks as required.

Interpreter –Is available to translate Spanish language for a patient and a physician.