

LOGAN UNIVERSITY

JOB POSTING

Logan University is comprised of the College of Chiropractic and the College of Health Sciences and blends the perfect balance of tradition with innovation. Established in 1935, Logan College of Chiropractic is one of the largest and most respected chiropractic colleges in North America. Through the College of Health Sciences, Logan offers doctorate, master's degrees and bachelor's degrees that are accredited by the Higher Learning Commission of North Central.

Logan's 112-acre wooded campus is located in Chesterfield, Mo., a quiet, residential suburb of St. Louis. Its low student-to-faculty ratio provides more personalized instruction, which is most conducive to effective learning. MSNBC selected Logan's campus as an editor's pick of one of "America's Most Beautiful College Campuses." Logan offers an outstanding benefits package to eligible employees including free chiropractic care. Learn more about Logan University at www.logan.edu.

Interested candidates please send resume to: resumes@logan.edu

Student Health Center Receptionist

SUMMARY: Student Health Center Receptionist serves as the primary point of patient contact for Logan University's Student Health Center (SHC). In addition this position works closely with SHC clinical faculty and Logan clinic administration to provide support in the delivery of high quality patient care and clinical education, including selected clinical courses. Responsible for day-to-day business and clinical support functions of the SHC; responsibilities also include collection and maintenance of student academic performance data, with report dissemination to clinic administration and SHC clinicians on an as-needed basis.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Patient services:

- Practices and promotes effective, efficient and friendly communication with all student health center patients, interns, and faculty;
- Monitor and make effort to minimize patient waiting time in the reception area and while checking in/out;
- Schedule patient appointments in an effective and courteous manner, or, assist interns in the process of scheduling appointments;
- Enter new patient information into electronic health record;
- Limited cross-training in other Logan campus clinic key staff positions to facilitate absence coverage, when necessary;
- Follow appropriate patient check-out procedures, including form processing and other required activities;
- Scan paperwork into the electronic health records system;
- Periodic analysis and reporting of supplies inventory;
- Run daily closing reports as directed;
- Other duties as requested.

2. Intern services:

- Updates the Student Health Center scheduler on a daily basis;
- Guides the interns with front desk procedures and student health center closing duties;

- Enters lab and x-ray appointments into the scheduler system;
 - Maintains confidential health and educational records of interns as requested
3. Patient care support services:
- Prepares daily patient sign-in sheets and travel sheets;
 - Ensures that all travel sheets issued are returned at the end of the business day;
 - Scans all paper documents generated during regular Student Health Center activities into the electronic health record;
 - Deactivates appropriate patient records on a trimestral basis;
 - Keeps track of equipment repair needs and forwards to maintenance as needed;
 - Keeps inventory of all clinic forms and makes copies as needed;
 - Monitors office appearance, keeping neat and orderly.

NOTE: Unless exceptional circumstances pre-approved by the supervisor, vacations should be taken during trimester break.

COMPETENCIES: The position requires familiarity and moderate strengths in data entry, patient accounting and telephone etiquette, often in multi-tasking situations. To perform the job successfully, an individual must have strong customer service and communications skills that allow him/her to manage difficult and/or emotional situations. Attention to detail is necessary, often while under pressure. Must be able to maintain confidentiality while speaking clearly and persuasively in positive or negative situations. Must also be able to balance team and individual responsibilities, follow instructions and respond to management direction.

QUALIFICATIONS: An individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and /or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Six months to one year of related experience and/or training is required. Must have intermediate language skills and basic math skills. Must have ability to solve practical problems and deal effectively with a variety of situations. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

COMPUTER SKILLS: Basic understanding of software function and data entry. Experience with patient accounting software is preferred.