

ADAPT RECHARGE

Title: Clinic Assistant

Reports to: Clinic Manager

Compensation:

- \$18 per hour
- 3 PTO + 3 REMOTE
- UNLIMITED GYM ACCESS
- KPI BONUSES
 - #SESSIONS
 - REVENUE

Schedule:

- 8 hour shift
- Day shift
- Monday to Friday
- Weekends as needed

Job Summary: The ADAPT Recharge Clinic Assistant will be primarily responsible for maintaining a clean efficient clinic, facilitating good communications between customers and staff, and accurate scheduling. This person may also be involved with management, and decision making. This position would be best filled by someone who is organized, proactive and ready to aid in ADAPT Recharge's goal to provide quality services to our clients and help them feel recharged!

Major tasks and responsibilities:

- Greets customers and visitors in a pleasant and professional manner.
- Verifies and updates insurance and demographic information.
- Completes accurate registration and scheduling in our scheduling system.
- Receives and processes customer payments at time of service.
- Reviews and has consent forms signed and scans insurance cards.
- Notifies medical staff of customers' arrival.
- Answers the telephone in an appropriate, professional, and courteous manner and directs calls and/or takes accurate messages.
- Maintains appointment schedule for therapists and clinic. Handles rescheduling of client appointments in a courteous manner.
- Explains customer prep instructions and procedure information if required.
- Maintains appearance of reception area and waiting room, maintains coffee/beverage/snack stock.
- Retrieves, sorts, and delivers interoffice and incoming mail.
- Assists with resetting treatment rooms after clients use, including restocking necessary items, cleaning frequently touched surfaces.
- Assists with clinic laundry including washing, folding, stowing.

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- The team member is accountable to maintain skill proficiency, including improvement where deemed necessary, and upgrading any additional or new skills required for the position.
- Recognizes and complies with legal, regulatory, accrediting, and procedural requirements related to area of responsibility.
- Assists with marketing events, special activities, and community involvement activities.

Mandatory Meeting Schedule:

- ADAPT Team meeting - Monthly
- Recharge Team meeting - Monthly
- Recharge Administrative- Weekly

How to apply:

Send an email to info@trainadapt.com with your resume and cover letter for this position. We will get back to you as soon as it is reviewed with next steps.