

Job Title:	Clinic Assistant		
Department/Group:	Clinic	Job Category:	Support Staff
Location:	Loveland, Ohio	Travel Required:	Minimal
HR Contact:	Molly Weber	Position Type:	Full-time
Reports to:	Molly Weber	Required Licensure	None
Qualifications	High school diploma		
Job Description			
<p>Ohio Valley Voices is a 501C3 organization that teaches children that are deaf and hard of hearing how to listen and talk.</p> <p>The clinic assistant supports the clinic office manager and audiologists to ensure a smoothly running clinic.</p> <ul style="list-style-type: none"> • Perform routine and general clerical activities in support of the clinic. • Schedule alumni appointments • Call insurance companies for prior authorizations and claim denials • Responsible for maintaining and updating patient charts for both billing and audiological files • File and/or disseminate audiology reports. • Responsible for incoming and outgoing clinic mail. • Follow all health and safety procedures. • Ensure audiology equipment is clean and functioning. • Submit orders for supplies to ensure clinic stock does not fall below zero • Order directly through cochlear implant and hearing aid companies • Prepare rooms for audiological testing and parent education sessions. • Assist in FM drop off and pick up • Assist the audiologists in the sound booth. • Assist the audiologist during services with child and family. • Keep current on hearing devices including hearing aids and cochlear implants • Responsible for evaluating and taking the required action with patient's auditory equipment, including repair of hearing aids, cochlear implants, and FM systems, and submit equipment to the audiologist for approval. • Schedule annual calibrations of audiology equipment. • Maintain HIPAA compliance. • Works well with young children. • Excellent relationship management skills. • Show good moral conduct. • Works well in a team. • Demonstrates flexibility in their work responsibilities • Does duties assigned by their director supervisor 			
Reviewed By:	Molly Weber	Date:	1/10/23
Approved By:	Maria Sentelik	Date:	1/20/23
Last Updated	1/10/23		