

**POSITION AVAILABLE:** Clerical Assistant – OLOL Office

**POSITION SUMMARY:**

Operating within the LIS system(s) to determine the status and stages of cases; enters case comments when appropriate; sends, receives, and distributes faxes as necessary throughout the day; orders office supplies from PGL and requests maintenance, fulfills phone requests by physicians and patients within the limits of PGL policies; updates the Pathologists Calendar appropriately; assist in the quality assurance program under the direction of the Compliance Officers, as needed; provides support to the Pathologist and Tumor Conferences for St. Elizabeth, Mary Bird Perkins and Baton Rouge General; adheres to the policies and procedures set forth by PGL, Federal and State Law and organizations which govern laboratories (e.g. HIPPA law, OSHA, CLIA, etc. ), and other duties as assigned.

**REPORTING RELATIONSHIPS:**

Transcription Manager/Compliance Officer

**EDUCATION, EXPERIENCE AND TRAINING:**

Minimum high school diploma or equivalent required. Clerical and/or transcription experience is preferred. Beneficial post high school specialty training would include: Medical Transcription, Medical Terminology; Pathology Terminology; Business and Secretarial experience. Experience in a medical office or laboratory is ideal.

**OTHER QUALIFICATIONS:**

Must be able to accept and adapt to changes in work schedule; possess good analytical and problem solving skills, excellent verbal and written communication skills and must be able to work well with others; professional in appearance, voice and behavior with strong customer service skills; demonstrate a high standard of confidentiality; be dependable and committed to excellent patient care.

**SCHEDULE/HOURS:**

7:30/8:00 am – 4:00/4:30 pm, 40 hours per week, Monday-Friday and some holidays; must be able to adjust schedule to meet the needs of the department and pathologists.

**MENTAL DEMANDS:**

High degree of mental alertness is required; must demonstrate good judgment in establishing priorities that allow for efficient, effective accomplishment of departmental activities that are frequently under time constraints; be able to handle multiple simultaneous activities with calm resolve; possess excellent phone etiquette and recognize problems that need to be referred and make appropriate referrals.