

approved

## **STUDENT LABOR POSITION DESCRIPTION**

### **Health Services**

Most Recently Updated 03/17/99

Position Title: Student Secretary and Insurance Coordinator  
Must work 10 hrs/wk.

#### **I. Grade Level: 1-3**

#### **II. Description:**

**A.** The following are the essential duties for a Secretary and Insurance Coordinator in the Health Services Department:

1. General reception work: answering phones, scheduling appointments, pulling and filing charts.
2. Assisting with patient intake.
3. Filing insurance, including computer entry and printing out forms, calling and sending notes to patients for information.
4. Using computers for word-processing and data entry.
5. Copy, file, and run errands.
6. Perform other job-related duties as assigned.

**B.** The following are *possible additional* duties for this position:

1. Typing.
2. See that the workplace and environs are clean.

#### **III. Learning Opportunities:**

- A.** If Grade 1, develop the attributes appropriate to Grade 1 positions: learning to meet schedules and standards of performance, efficient use of time, healthy attitudes toward work and supervision, working with others, sharing responsibility, recognition of the importance of work, basic skills and information.
- B.** If Grade 2, develop the attributes appropriate to Grade 2 positions: learn to take personal responsibility; apply knowledge to a situation; self-identify skills, talents, interests and limitations; learn and develop confidence in skills or program knowledge; and appreciate work as a process as well as a product.
- C.** If Grade 3, develop the attributes appropriate to Grade 3 positions: an understanding of the importance of initiative; awareness of job-related needs; ability to identify problems; analytical ability; problem-solving ability; and an understanding of the role of standards and leaders.
- D.** Increased facility and familiarity with medical terminology.
- E.** Increased knowledge of insurance field.
- F.** Increased skill at reception and customer service.

#### **IV. Basic Qualifications:**

- A. General: none.
- B. Skill: Typing and computer ability, especially if Grades 2 or 3; good phone manner.
- C. Physical: none.
- D. Academic: none.

**V. Desirable Qualifications:**

- A. Ability to get along well with people.
- B. Assertive and outgoing.

**VI. Narrative Summary:**

Student performed reception in clinical office, pulled patient files, scheduled appointments, answered phones, assisted with patient intake, and did word-processing, data entry, and insurance filing, including data entry and printing forms.