

# LEAD DOCTORS ASSISTANT

## Job Description

The Lead Doctors Assistant provides support to the doctor's by taking notes for them during patient appointments, while simultaneously working with multiple computer systems. They will ensure that notes are clear and comprehensive. This requires fast and accurate typing, accurate spelling, and the ability to extract all relevant information from the doctor needed for the patients SOAP notes. They must be able to communicate timely and effectively with the front desk staff, X-ray technician, and other doctors. The Lead Doctor Assistant is the doctor's right hand, ensuring that he knows all needed information from emails and birthdays to X-rays and Exam review. They must be able to communicate timely and effectively with the front desk staff, X-ray technician, NRT Practitioners, and other doctors.

## Responsibilities:

- Prepare X-ray/Exam Review
- Review X-rays and Exams with Doctor
- Briefs Doctor on all items Needing His Input
- Sets up the Recording for Doctors Videos
- Coordinates and Trains all Doctors, Doctors Assistants, and X-ray Techs on any SOAP note changes.
- Trains additional Doctors Assistants
- Ensure all their duties are covered when Out of the Office.
- Updates Doctor on all Chat Cards
- Follow up calls with New and Current Patients.
- Coordinates with Chiropractic Manager
- Prepares Card from Doctor for Staffs Birthdays
- Takes clear and accurate Notes.
- Provides admin support for doctor- emails, communication with other team members, etc.
- Manages patient's paperwork effectively for the Doctor.
- Attends any relevant training or meetings.
- Adheres to stringent policies to protect confidential patient information.
- Actively manages personal development in agreement with the Chiropractic Manager.

**Requirements:**

- Knowledge of office management responsibilities, systems, and procedures.
- Excellent time management skills and ability to multi-task and prioritize work.
- Attention to detail and problem solving skills
- Excellent written and verbal communication skills
- Strong organizational skills
- Computer skills and knowledge of office software
- Dependable

**Compensation**

- Starting at \$18/hr

**Direct Supervisor**

Chiropractic Manager