

DOCTORS' ASSISTANT

Job Description

The Doctors' Assistant provides support to the doctors by taking notes for them during patient appointments, while simultaneously working with multiple computer systems. Ensures 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 Doctors' Assistant is the doctor's right hand, ensuring that he/she knows all needed information from emails and birthdays to x-rays and exam review. He/she 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
- Brief doctor on all items that need input
- Mark x-rays with goals and dates
- Facilitate new patient consultations
- Coordinates and trains all doctors, doctors assistants, and x-ray tech on any SOAP note changes.
- Train additional doctors' assistants
- Attend chiropractic team meetings
- Ensure all duties are covered when out of the office.
- Proficiency in x-ray systems/software and trains doctors and doctors' assistants
- Coordinate with NRT on any points that need tested on dual patients
- Follow-up with new patients
- Coordinate with prayer team on doctors' needs
- Making clear and accurate notes
- Organizing Notes
- Being punctual
- Managing patients' paperwork effectively for the doctor
- Attending any relevant training or meetings
- Adhering to stringent policies to protect confidential patient information.

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

Direct Supervisor

Chiropractic Manager