

**TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER
SCHOOL MEDICINE- VOLUNTEER SERVICES**

Volunteers Placement Description: CLERICAL ASSISTANT

Report To: Contact person listed on DEPARTMENT CONTACT LIST
Keep name & phone number to report absences

1. Clearly give appropriate information and direction to patients.
2. Accurately prepare, process, copy, sort, and file medical record material in a timely manner according to the standards of the clinic.
3. Efficiently answer phones and correctly refer calls to scheduling and registration.
4. Efficiently run errands which include: securing or delivering medical records, lab specimens and results, reports, and supplies from central stores.
5. Consistently organize material and supply magazines in the clinic reception area. Duties may also include: reading stories to children using puppets, and supplying and straightening toys when necessary.
6. Efficiently escort patients to X-ray, labs, registration, financial screening and other necessary support service areas.
7. Accurately work on and complete tasks deemed necessary by the clinic. This includes stocking, supplying and straightening exam rooms according to the standards of the clinic.
8. Accurately enter data on computer and work with a variety of computer software programs.