**Definition of Class**
This is a non-supervisory position in which the incumbent is responsible for assisting students in obtaining clinical/medical services and for maintaining medical records at the Student Health Service. The position is non-supervisory with incumbent working under the general supervision of the Director and Physician-in-Charge.

**Examples of Work Performed**
Performs a variety of clerical duties involved in greeting and directing patients, making appointments, processing forms, and providing information to assist patients in obtaining clinical services.

Assembles and routes patient records to assigned locations; ensures confidentiality of records.

Answers telephone, takes messages, transfers calls, and provides information to other departments upon request.

Arranges for the acceptance of patients for clinical treatment; notifies patients of scheduled appointments; arranges for the transfer of patients to other clinics as required.

Assists in the compilation of data for regular and special reports.

Performs basic work processing functions to enter a variety of patient data.

Performs similar or related duties as assigned or required.

**Essential Functions**
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Performs clerical and receptionist functions.
2. Provides assistance and information to students on services, charges, and treatment procedures.
3. Operates computer/word-processing program to enter patient data.
4. Maintains database of patients in Medical Manager.

**Minimum Qualifications**
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi's Department of
Human Resources in writing, identifying the related education and experience which demonstrates the candidate’s ability to perform all essential functions of the position.

**Physical Requirements:** These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

**Physical Exertion:** The incumbent may be required to lift up to approximately 10 pounds.

**Vision:** Requirements of this job include close vision.

**Speaking/Hearing:** Ability to give and receive information through speaking and listening.

**Motor Coordination:** While performing the duties of this job, the incumbent is frequently required to sit and reach with hands and arms. The incumbent is periodically required to use hands to finger, handle or feel objects, tools or controls; and talk and hear. The incumbent is occasionally required to stand; walk; climb or balance; and stoop, kneel, crouch or bend.

**Experience/Educational Requirements:**

**Education:**
Graduation from a standard four-year high school or equivalent (GED).

**Experience:**
One (1) year of experience related to the above described duties.

**Interview Requirements**
Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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