

## Job Title

## Job Description

## Not Allowed

<b>Front Desk - Medical Office</b>	Greet and screen patients. Answer phones. Manage appointment schedules. Provide COVID screening in PPE. Work with a provider as a scribe. Learn about the relationship between the nurse and provider. Assist with insurance and payment information.	No direct patient care or sharing of recommendations for health care. Must be supervised at all times when with patients.
<b>Medical Assistant</b>	Assist clinical staff with daily duties related to patient care, administration, and clinical needs. Serve as a patient navigator during clinical care hours. Performing other duties as assigned.	No direct patient care or sharing of recommendations for health care. Must be supervised at all times when with patients.
<b>Physical Therapy Assistant</b>	Prepare equipment and treatment areas for patient use. Assist and observe patients performing prescribed therapy exercises, documenting patient responses to treatment, and performing basic treatments such as applying ice packs and heat pads, as instructed, and monitored. Clean and sanitize equipment and therapy areas and change and launder linens. Perform administrative tasks, including assisting with patient intake, answering phone calls, and scheduling appointments. Keep exercise handouts copied and filed. Count repetitions. Observe to ensure safety. Observe Physical Therapist and Assistant. Performing other duties as assigned.	No direct patient care or sharing of recommendations for health care. Must be supervised at all times when with patients.
<b>Speech Therapy Assistant</b>	Assist in the organization of daily sessions for speech therapy clients. Prepare materials and equipment for speech therapy sessions. Clean materials, equipment, and rooms after sessions. Greet and perform COVID protocol (ex., temperature checks, and questionnaires) for clients. Assist in filing and other office matters. Assist with group sessions with adults with varying diagnoses, including but not limited to TBI, voice disorders, aphasia, and dysphagia, all within supervision. Perform other duties as assigned.	No direct patient care or sharing of recommendations for health care. Must be supervised at all times when with patients.
<b>Pharmacy Tech</b>	Assist the pharmacist and pharmacy team members in accordance with state and federal regulations. Responsible for using pharmacy systems to obtain patient and drug information and process prescriptions. Learn and champion pharmacy policy, procedures, and customer service best practices needed to perform as a future pharmacist. Engage customers and patients by greeting them and helping find products, but not offering recommendations. Resolve customer issues and answers questions to ensure a positive customer experience. Responsible and accountable for registering all related sales on the assigned cash register and collecting and handling the case as required. Performing other duties as assigned.	No direct patient care or sharing of recommendations for health care. Must be supervised at all times when with patients.
<b>Medical Records Tech</b>	Prepare patient charts and gather information and documents from patients. Ensure medical records are organized, accurate, and complete. Create digital copies of paperwork and store records electronically. File paperwork and reports of patients with accuracy. Safeguard patient records in compliance with HIPPA standards. Transfer data into the facility's main system database. Process the records for admitting and discharging patients. Prepare invoices. Perform other duties as assigned.	No direct patient care or sharing of recommendations for health care. Must be supervised at all times when with patients.

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**Medical Biller**

Perform posting charges. Perform completion of claims of payers. Conduct duties in a professional and timely fashion. Submit billing data to the appropriate insurance providers. Deploy, maintain, and report on various programs. Perform other duties as assigned.

No direct patient care or sharing of recommendations for health care. Must be supervised at all times when with patients.

**Medical Affairs Intern**

Lead a designated medical project from concept to execution and report back to Senior Leadership Team. Provide administrative and coordination support for Medical Information (MI), including receiving, triaging, and documenting phone and email requests for Medical Information. Answer phones and emails. Perform data entry, can documents, and triage information with supervision. Help create monthly Medical Information metric slides. Under Manager's direction, create draft reports summarizing Medical Affairs projects, guidelines, conferences, etc. Support the development of posters for conferences. Maintain documents on Medical Affairs site. Perform miscellaneous administrative tasks, including but not limited to photocopies, proof-reading documents, assembling binders, collating slide decks, and performing other duties as assigned.

No direct patient care or sharing of recommendations for health care. Must be supervised at all times when with patients.

**Molecular Intern**

Perform basic laboratory tasks (pH, Conductivity, sampling, etc.). Perform routine sanitation tasks to maintain facility standards. Get trained & signed off on 100% of CIP/ SIP/ basic tank ops/ basic support instruments for area tasks. Demonstrate aseptic technique in the handling of product/ materials. Exhibit a basic understanding of critical process parameters and operational parameters. Performing other duties as assigned.

No direct patient care or sharing of recommendations for health care. Must be supervised at all times when with patients.

**Manufacturing Intern**

Perform basic laboratory tasks (pH, Conductivity, sampling, etc.). Perform routine sanitation tasks to maintain facility standards. Get trained & signed off on 100% of CIP/ SIP/ basic tank ops/ basic support instruments for area tasks. Demonstrate aseptic technique in the handling of product/ materials. Exhibit a basic understanding of critical process parameters and operational parameters. Performing other duties as assigned.

No direct patient care or sharing of recommendations for health care. Must be supervised at all times when with patients.

**Biology, Chemistry, or Pre- Med Intern**

Purify DNA and RNA from biological samples to analyze gene expression and microbial communities. Perform basic lab experiments and document and present results. Maintain laboratory areas and equipment. Verify samples and test disposition. Participate in sampling and testing according to standard operating procedures. Measure solutions accurately and document results with good technical writing skills. Perform other duties as assigned.

No direct patient care or sharing of recommendations for health care. Must be supervised at all times when with patients.