

Job Title ENHC Administrative Assistant I
Location Galena, AK, US
Organization Name Edgar Nollner Health Center
Job Summary

Job Summary: Incumbent is responsible for front desk office duties, effective operation of the reception area, assistant to the Edgar Nollner Health Center (ENHC) Operations Officer and all other clinic staff as needed. Incumbent will perform clinic front desk tasks - patient scheduling, patient registration, scanning documents into Athena or to HIMS Department, collecting payments, screening for alternate resources and other medical office duties. Incumbent is responsible for collaborating and communicating with Purchase Referred Care, Business Office, and Medical Records to ensure issues are resolved and information is valid.

Adhere to the TCC Ch'eghwtsen' model of service and guiding principle which requires providing timely and effective service along with the ability to interact with others in a way that inspires trust and demonstrates respect, compassion and empathy.