STUDENT ASSISTANT - $12/Hour

This position is located in the University of Tennessee College of Nursing Vine School Health Center at 220 Langland Street; Knoxville, TN 37915. This position is responsible for checking children in with screenings that include height, weight, pulse, respiratory rate, blood pressure, vision screening and hearing screenings. The responsibility may also include monitoring patient flow and scheduling appointments. This position works with and is responsible to the clinic's registered nurse, office manager and the clinic director.

Job Duties

- Responsible for checking children in with screenings that include height, weight, pulse, respiratory rate, blood pressure, vision screening and hearing screenings. This position works with and is responsible to the clinic's registered nurse, office manager and the clinic director.
- Monitors and facilitates patient flow - may schedule appointments.
- Answer the phone and may schedule patients for appointments for care at Vine and satellite clinics
- Answers questions on phone from parents, schools, school nurses, nurse practitioners, social workers and others as requested.
- Assures permission to treat forms are signed and obtain past medical and immunization records are included at check-in
- Checks patient's insurance eligibility
- Advises and consult with nurse practitioner providers on matters regarding patient care and process
- Ensures that the Vine Clinic and satellite/telehealth clinics are equipped with supplies as requested
- Conducts data collection activities of clinical services upon request
- Attends and contributes to the monthly Practice meetings
- Fosters a positive work environment and maintains open communication between all students, volunteers, and health care professionals.

Required Knowledge, Skills and Abilities

- Excellent decision-making skills
- Ability to work with little or no supervision
- Proficient in electronic health record, Intergy
- Ability to answer questions accurately and quickly
• Excellent written and oral communication skills
• Ability to multi-task and complete tasks on or before deadline
• Ability to maintain strict patient confidentiality and follow multiple State and Federal regulations (HIPAA, OSHA, CLIA, EHR)

Preferred Knowledge, Skills and Abilities

• Computer/Electronic Health Records Experience

Required Education

• High School Diploma

Preferred Education

• Associate’s Degree
• Upper Division College Student

Preferred Experience

• Computer/Electronic Health Records Experience
• Medical Office Experience

For consideration, email Nan Gaylord at ngaylord@utk.edu a cover letter and resume. Three references will be requested after contact with Dr. Gaylord.