



Sinha Clinic

2560 Foxfield Road, Suite 240, St. Charles, IL 60174

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info@sinhaclinic.com

Administrative Assistant Job description

About us

The Sinha Clinic's mission is to provide quality treatment through a caring and holistic perspective while offering comprehensive treatment tailored to those looking to improve their mental health. The Sinha Clinic has been in practice since 2002 located in St. Charles, Illinois and includes treating those looking to improve their mental health concerns in surrounding suburbs. We offer neuropsychiatry, medication management, telework for medication management, counseling, medication sensitivity testing, qEEG brain mapping and neurofeedback.

Responsibilities

Under general supervision of established policies and procedures, the administrative assistant will provide excellent customer service by greeting patients, answering the phone and directing the caller as appropriate. Provides continuity of flow of incoming and outgoing communication. Will be trained across all physician practices, patient registration, scheduling appointments, collecting insurance co-pays and deductibles, insurance verification, records financial activity and accounts for all transactions.

- Must arrive on time for the scheduled work day. If sick or emergency, contact the office manager as soon as possible. If unable to reach, contact the clinician on duty.

- Answer messages daily and return calls. Keep an active log of messages received and contacted. Direct calls to the office manager if unable to answer the patient's questions or concerns.
- Maintain an accurate schedule of patients.

Job Type: Part-time

Scheduled Hours 3:30-7:00 pm 2/3 days per week

COVID-19 considerations:

We are considered essential medical practice and follow the CDCs guidelines for sanitizing the workplace environment.

Please submit completed resumes (Subject: Application for Admin Assistant) to kgonzales@sinhaclinic.com.