



MEHARRY MEDICAL COLLEGE FEDERAL WORK-STUDY POSITION NOTICE

Job Title:	Patient Services Assistant	Job Classification:	General and Community Services Student Work-Study
Department/Group:	Office of Clinical Affairs/ Patient Services	Number of students requested:	5
Location:	Meharry Medical College 1005 Dr. D.B. Todd, Jr. Blvd. Nashville, TN 37208	Type of Position:	<input checked="" type="checkbox"/> General Work-Study <input checked="" type="checkbox"/> Community Service <input type="checkbox"/> Reading Tutor
Level/Salary Range:	\$17.00/hour	Position Type:	Federal Work-Study
Date posted:	August 22, 2022	Position End Date:	End of SPRING semester
External posting URL:	https://meharryjobs.silkroad.com/meharryjobs/Student-Work-Study.html		
Internal posting URL:	https://meharryjobs.silkroad.com/meharryjobs/Student-Work-Study.html		

Job Description

ROLE AND RESPONSIBILITIES

ROLE:

- PRACTICE MANAGEMENT ASSISTANT

RESPONSIBILITIES:

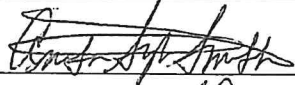
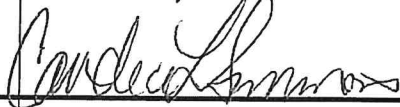


- Data Entry
- Prepare, organize, store and input patient information (patient orientation packets).
- Assist with queries on the phone and by email in regards to the various dental outreach programs such as Bridges to Success, Shelbyville Smile on 60+ and Safety-Net, Adopt-a-Grandparent and Smile 180.
- Assist the Dental Business Assistants with Patient Registration information.
- Assist the Dental Business Assistants with patient scheduling.
- Assist the Dental Business Assistants with patient information during community service events.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- CURRENTLY ENROLLED DENTAL STUDENT
- STUDENT IN GOOD STANDING
- BASIC KNOWLEDGE OF THE AXIUM DENTAL SOFTWARE (A PLUS BUT NOT REQUIRED)
- PATIENT SERVICES EXPERIENCE (A PLUS BUT NOT REQUIRED)
- ETHICAL AND MORAL CHARACTER

PREFERRED SKILLS

- BASIC COMPUTER SKILLS (MICROSOFT WORD, EXCEL, POWER-POINT)
- GOOD INTERPERSONAL SKILLS
- GOOD COMMUNICATION SKILLS
- EXCELLENT CUSTOMER SERVICE SKILLS AND PHONE ETIQUETTE

Supervisor's Name: <i>(Please print)</i>	Anita Sykes-Smith	Supervisor's signature:	
Alternate Supervisor's Name:	Candice Simmons	Alternative Supervisor's signature:	
Reviewed By:		Date:	8/23/22
Approved By:		Date:	8/23/22