



Position Title: Part-Time Clerk - Dental Hygiene Clinic

Job Code: 8300

Reports To: Clinical Supervisor

Grade: C1

FLSA: Non-Exempt

Job Description:

The Part-Time Clerk will perform clerical and administrative support duties in the Dental Hygiene Clinic to support the delivery of care provided by the Nova Southeastern University's Dental Students.

Duties & Responsibilities:

- Prepares and processes all necessary forms related to patient records
- Maintains patient files
- Assists patients with payment at the Bursar's office
- Maintains records of patient payments
- Makes patient appointments
- Confirms patient appointments
- Enters data for electronic records
- Performs other duties as assigned

Essential Personnel:

Non-essential

Minimum Requirements:

- High School diploma required
- Proficient in Microsoft Office
- Experience in clerical work
- Must be able to communicate effectively

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name