Clinical Assistant

Charles B. Wang Community Health Center is seeking to hire a full-time Clinical Assistant in locations in Chinatown and Flushing.

Responsibilities:
- Reviews the appointment no-shows and reschedules appointments for patients as needed for vaccinations, blood works, and medical issues
- Handles patient's health forms
- Assists in tracking and coordinating immunization activities, including reporting immunizations to the public immunization information systems
- Preloads patients data to the electronic health record
- Assists in pre-charting for immunization records, laboratory testing, and preventive health screenings
- Maintains medical supplies inventory
- Assists in monitoring quality assurance activities associated with the clinic programs, conducting reporting, and following up with patients who are identified with diseases and conditions
- Performs other duties as assigned

Minimum Qualifications:
- High school degree or equivalent
- Two years' experience working in the healthcare field
- Related health care education background preferred
- Bilingual in English/Chinese (Mandarin and Cantonese)
- Typing or computer knowledge
- Good telephone skills
Benefits:
The Health Center provides a generous employee benefits package so you can focus on doing great work. That includes:

- medical insurance
- employer-paid dental and life insurance
- retirement savings plan
- flexible spending accounts for transit, parking, health, and dependent care
- paid time off (28 days for the first year of employment), and
- tuition reimbursement for eligible employees