

## **Job Description**

Carroll University  
**Student Health Center Assistant**  
100 N. East Avenue  
Waukesha, WI 53186

### Purpose of Job:

- To assist the Health Center nurse practitioners and medical assistant with various tasks related to clinic operation, health fairs, vaccine clinics, and health displays.

### Duties & Responsibilities:

- The Health Center assistant will assist Health Center Coordinator, NP, and medical assistant with patient registration, filing, making charts for new patients, pulling charts of existing patients, answering the phone, data entry, and scheduling well physical appointments.
- Health Center Assistants will also help scan old records into the document imaging program for electronic storage.
- Health Center Assistants will help the Health Center Coordinator with other miscellaneous jobs including but not limited to the set up for vaccine clinics, health fairs, wellness displays, and bulletin boards.
- In addition, assistants that are certified nursing assistants may be asked to room patients, check vital signs, and assist with basic lab tests when needed.

### Job Qualifications:

- Health Center Assistants must be polite, discrete, and pleasant when interacting with student patients.
- All Health Center Assistants are required to sign a confidentiality statement annually, and all patient encounters and patients' personal information must be kept confidential.
- Students must possess computer skills required for data entry and label making. Students should be punctual for their shifts, and find a replacement if they cannot make their shift.
- It is helpful if the assistant is good at multi- tasking.
- Health Center Assistants that assist with patient care must show a valid nursing assistant certificate; otherwise they will only be allowed to perform clerical duties outlined above.

### Supervisor:

- **Pam Dolata**  
**(262) 524-7233**