

Chiropractic Assistant Job Description



Department:	Clinical	FLSA Status:	Non-Exempt
Reports To:	Chiropractor or HR	Physical Strength:	Sedentary

Summary

This position is responsible for aiding the chiropractic physician (DC) and, secondarily, the office manager (OM) in their duties by performing the following duties.

Essential Duties

1. Interacting and providing modalities as well as exercises to patients.
2. Providing positive and friendly experience to the patient.
3. Scheduling patients, office work, answering phones, and maintaining clinic operations.

Job Duties

- Provides direct, hands-on patient care as instructed by the Chiropractic Physician which includes the use of PT modalities, rehabilitation exercises, and soft tissue mobilization/manipulation.
- Ensures cleanliness and sanitation of the clinic prior to and after each patient encounter.
- Aids in the upkeep of clinic inventory count as needed.
- Aids in the coordination of patient scheduling, answering phone calls, and helping send out referrals to other offices as needed.
- Helps with the claims process for new patients and verifies claims when necessary.
- Maintains punctual, regular, and predictable attendance.
- Works collaboratively in a team environment with a spirit of cooperation.
- Respectfully takes direction from Chiropractor and Office Manager.
- Other duties as assigned.

Supervisory Responsibilities

This position has no supervisory responsibilities.

Qualifications

Ability to perform essential job duties with or without reasonable accommodation and without posing a direct threat to the safety or health of employees or others. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential duties.

Education & Experience

This position requires one to two years related experience and/or training or equivalent combination of education and experience working in a clinic/medical setting.

Certificates, Licenses, and/or Registrations

- Certificates: Chiropractic Assistant Certification (can be obtained on the job)
- A valid driver's license, acceptable driving record, and automobile liability coverage or access to an insured vehicle.

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Travel Requirement

This position requires occasional (6-20% of the position) in-state travel for the purpose(s) of providing coverage outside the clinic if willing. Travel will primarily consist of day trips.

Language Skills

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

Mathematical Skills

Ability to add and subtract two-digit numbers and to multiply and divide with 10s and 100s. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

Computer Skills

Has advanced basic computer job skills including logging on to systems, communicating by email, composing documents, entering database information, creating presentations, downloading forms, and preserving important data. Experience with List of different software programs used in the workplace.

Reasoning Ability

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

Physical Demands & Work Environment

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. The work environment characteristics described here are representative of those an employee encounters while performing the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential duties.

While performing the duties of this job, the employee is frequently required to talk or hear. The employee is regularly required to stand, walk, sit, use hands and fingers to type or dial, reach with hands and arms, climb or balance, stoop, kneel, crouch or crawl.

The employee must occasionally lift and/or move up to 10 pounds. This position requires frequent computer use. The noise level in the work environment is usually moderate.

Employee Signature: _____ Date: _____

Employer Representative: _____ Date: _____