



Administrative Assistant Position

To provide quality HIPAA compliant services while managing prospective and current clients' intake process, medical records and collections at Nutritious Thoughts, LLC.

NUTRITIOUS THOUGHTS IS LOOKING FOR A KIND, COMPASSIONATE INDIVIDUAL WITH GREAT COMMUNICATION SKILLS, ORGANIZATIONAL TALENTS, WHO PAYS ATTENTION TO DETAIL AND IS SELF-MOTIVATED. THIS POSITION WILL BE AN IN-OFFICE POSITION.

NUTRITIOUS THOUGHTS IS A NUTRITION COUNSELING PRACTICE AND TRAINING CENTER FOR REGISTERED AND LICENSED DIETITIANS NESTLED IN THE MOUNTAINS OF WESTERN NORTH CAROLINA. WE HELP INDIVIDUALS EXPLORE AND TRANSFORM THEIR RELATIONSHIP WITH FOOD, BODY AND SELF.

MISSION

- WE BELIEVE IN PROVIDING COMPASSIONATE CARE TO EVERY PERSON.
- WE BELIEVE IN THE POWER OF CONNECTION AND AUTHENTICITY.
- WE BELIEVE THAT HEALTH EXISTS ON A CONTINUUM.
- WE BELIEVE THAT THE PURSUIT OF HEALTH SHOULD BE A RESOURCE AVAILABLE TO ALL.

VALUES

NUTRITIOUS THOUGHTS IS COMMITTED TO PROVIDING QUALITY CARE THAT IS:

- GENDER, SIZE/WEIGHT, ABILITY, RACE, ETHNICITY, AND NEURODIVERSITY INCLUSIVE
- ROOTED IN A BODY INCLUSIVE APPROACH
- AUTHENTIC, SUPPORTIVE, AND NON-JUDGMENTAL
- COMPASSION-CENTERED AND PERSONALIZED

DETAILS OF POSITION

Part-time Position

- PART-TIME POSITION (15-25 hours per week)
- PAY: \$15-16/hr

LOCATION: 31 COLLEGE PLACE ASHEVILLE, NC 28801 (SERVING SATELLITE LOCATIONS VIRTUALLY)

ROLE AND RESPONSIBILITIES

General Office Duties

- Greet clients in a prompt and friendly manner via phone or in person
- Help organize and maintain office common areas
- Run office related errands as needed



- Sort and deliver incoming mail

Clerical Duties

- Copying, faxing, scanning, and labeling documents
- Answering the office phone and returning phone calls
- Creating flyers, letters and other documents as needed by the practice
- Fax documents (medical records, lab requests, referral updates...)

New/Prospective Clients

- Schedule new appointments
- Complete Prospective Client Tracker
- Enter data into Electronic Medical/Health Record (EM/HR)

Existing Clients

- Scheduling follow up appointments and reschedule clients as needed
- Update data in EM/HR

Referral Duties

- Update and maintains referral network list(s)
- Fax Referral Update Letter to provider
- Keep referral tracker up to date

Insurance

- Enter/update insurance data in EM/HR
- Aiding in checking insurance benefits
- Relaying insurance information/coverage to clients

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- STRONG COMMUNICATION SKILLS, WORKS WELL WITH OTHERS AND WANTS TO GENERATE CONNECTION
- SELF-DIRECTED/STRONG WORK ETHIC
- OPEN TO LEARNING AND STANDING BEHIND NUTRITIOUS THOUGHTS MESSAGING
- PROFICIENT IN GOOGLE WORKSPACE (GMAIL, GOOGLE DRIVE - DOCS, SHEETS, FORMS, ETC)
- MAINTAIN AND HANDLE SENSITIVE AND CONFIDENTIAL INFORMATION AND UPHOLD HIPAA REGULATIONS AND STANDARDS
- PROFICIENT IN HANDLING OFFICE TOOLS SUCH AS COMPUTER, FAX MACHINE, TELEPHONE, ETC.
- TAKE DIRECTION WELL AND WORK WITH MINIMAL SUPERVISION
- SHOW GOOD JUDGMENT, A PROFESSIONAL DEMEANOR, COMMITMENT TO EXCELLENCE AND HAVE A PLEASANT MANNER
- LEARN AND EXECUTE TASKS IN MICROSOFT OFFICE, ELECTRONIC MEDICAL RECORD, DROPBOX/SOOKASA, GOOGLE WORKSPACE (GMAIL, GOOGLE DRIVE - DOCS, SHEETS, FORMS, ETC) AND CANVA.



PHYSICAL REQUIREMENTS

- FIND TRANSPORTATION TO AND FROM WORK
- CARRY 25 POUNDS
- SITTING FOR LONG PERIODS OF TIME

EMOTIONAL REQUIREMENTS

- HANDLE STRESSFUL SITUATIONS AND POSSIBLE CRISIS SITUATIONS THAT MIGHT ARISE WITH CLIENTS
- PERFORM OTHER DUTIES ASSIGNED
- THE ABILITY TO MULTITASK IN A BUSY OFFICE WITH INTERRUPTIONS IS A MAJOR PLUS