



Montverde Academy

Company Profile: Montverde Academy is an independent boarding and day school comprised of 1000 students from over 60 countries. Our college prep curriculum ensures a 100% college acceptance rate and our students have the foundation to succeed in top notch Division I and Ivy League colleges and universities.

Job Title:

Administrative Assistant for the Infirmary

Reports To:

School Nurses and Associate Dean of the Upper School

Job Description: Provide a full range of administrative and clerical support to the School Nurses. The Administrative Assistant for the nurses assumes duties and responsibilities as directed and supervised by the Associate Dean of the Upper School, who oversees the Wellness Committee. These responsibilities include, but are not necessarily limited to, the following areas listed below.

Responsibilities:

- Provides administrative support to ensure efficient operation of health office.
- Answers phone calls, schedules medical appointments and supports visitors.
- Carries out administrative duties such as filing, typing, copying, binding, scanning, emailing, uploading, documenting/charting etc.
- Exhibits polite and professional communication via phone and e-mail with students, parents and staff.
- Supports team by performing tasks related to organization and infirmary needs.
- Health office supply management
- Processes medical bills.
- Follows up on medical insurance claims, resubmit as needed and submits incident details.
- Gathers insurance information for students.
- Assists with vital signs as needed.
- Gathers, reviews and documents student health records.
- Assists with medical testing.
- Assists with medical appointment transportation as needed.
- Assists with medication administration when applicable.

Skills and Qualifications:

- Administrative Writing Skills
- Microsoft Office Skills
- Organization
- Analyzing Information
- Professionalism
- Problem Solving
- Supply Management
- Excellent time management skills and ability to multi-task and prioritize work
- Excellent written and verbal communication skills
- Basic math, bookkeeping and accounting skills
- Ability to be discreet and maintain the security of patient information
- Must be able to sit, stand, and use computer for extended periods of time