



## **Abby Boo Job Duties & Responsibilities**

Pre-Natal Care Administrator - 3

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P. O. Box 1052 Milwaukee, WI 53202

### **DUTIES AND RESPONSIBILITIES:**

- Hours 9am - 6pm / Mon-Sat 10-28 hrs / Rate \$14.00 per hour
- Follow Covid-19 Health and Safety Plan
- If Applicable, Abide by all Remote Work Site Policies
- Manage Client Database
- Welcomes patients and visitors with initial intake via in-person, telephone, or Zoom Conference Link
- Answers inquiries or refers questions to the appropriate staff member
- Schedules appointments for PNCC staff
- Endeavors to keep patients on schedule with reminders
- Forwards all mail by end of day
- Insurance verification
- Provides positive customer relations

### **ESSENTIAL FUNCTIONS:**

- Ability to communicate effectively both verbally and in writing
- Exceptional office skills
- Computer skills are essential
- Close attention to detail
- Ability to work without Oversight