

September 22, 2022

Job Description

Administrative Assistant for Direct Primary Care Medical Practice (HIV Prevention & Treatment and Gay Men's Health) in Greenwich Village, NYC

The Administrative Assistant is responsible for welcoming and providing incredible customer service to our patients, **taking charge of extremely detailed and confidential administrative tasks**, and assisting the doctor with the multifaceted challenges of the healthcare industry.

We are the first Direct Primary Care micropractice in NYC. The core value of our practice is the primacy of the doctor-patient relationship. You will work closely with the doctor in this small, friendly, human-centered medical practice.

We specialize in HIV prevention & treatment and Gay Men's health. The doctor has previously volunteered with Doctors Without Borders, and has teaching appointments at Columbia and NYU Medical schools. Dr. Vitt has been named a Top Doctor in NYC for the past 7 years in a row.

The position will provide a great mentoring opportunity for those interested in the healthcare/mental health professions (pre-med, post-bacc, pre-nursing, pre-PA, pre-therapist/psychology/social work, studying for MCATs or USMLEs, etc.), and will be an excellent resume builder for medical school/graduate school. **You will have a chance to see the doctor-patient relationship up-close.** Our previous employees have all been successful in achieving admission to medical school.

We are interested in hiring a graduating senior or recent college graduate who will be taking a gap year prior to attending/applying to medical school or other healthcare/mental health graduate school programs.

Full-time hours Monday through Friday. **This is not a part-time position or a remote position.**

Target start date is June 1, 2023. The applicant will commit for approximately **one year**.

Please email a **resume and cover letter** to us at **office@drvitt.com**

Apply right away if interested. The process is extremely competitive.

Applications will be reviewed on a rolling basis.

For more information about the practice, please visit **www.drvitt.com**

Essential Functions/Responsibilities

- Provide incredible customer service to every patient
- Greet and welcome patients to the office
- **Maintain absolute patient confidentiality and discretion in accordance with professional expectations as well as HIPAA policy**
- Answer phone calls, emails, questions, etc. in a prompt and polite manner

- Manage patient scheduling, onboard new patients, and manage new patient inquiries
- Handle payments accurately and responsibly
- Enter patient information and scan, update, and file medical records accurately
- Communicate with patients, pharmacies, laboratories and other offices under doctor's guidance
- Assist patients with coordination of care and navigation of the healthcare bureaucracy
- Coordinate laboratory specimens for send-out
- Help maintain a clean, courteous, and professional working environment
- Organize and maintain supplies
- Assist with appropriate clinical matters when necessary
- Assist with website content and possibly small research/writing projects
- Possibly assist with phlebotomy (blood-drawing)

Qualifications

- **Interest in Gay Men's Health and HIV Treatment and Prevention**
- Interest in the healthcare/mental health professions (e.g. pre-med, post-bacc, pre-nursing, pre-PA, pre-therapist/psychology/social work, etc.)
- Recent undergraduate degree in any field
- Friendly and can-do attitude with patients and coworkers, and a great sense of humor
- **Excellent verbal, written, and interpersonal communication skills**
- Detail-oriented, a flexible and adaptable team player, and the ability to work in a continuously evolving environment
- Computer/IT proficiency
- Follow COVID-19 infection control precautions
- **Be immunized against standard communicable diseases (including but not limited to COVID-19 and Influenza) before starting the job**

Benefits

- Opportunity to put your idealism into action by helping a historically medically underserved community
- Resume-building opportunity to gain exposure to the healthcare profession
- Opportunity for pre-health mentoring
- Friendly and kind office environment
- Pay rate of \$20 per hour or more, depending on candidate experience
- Paid time off
- Beautiful and historic Greenwich Village location
- **Opportunity to study (MCAT/etc.) or work on professional school applications in the case of occasional downtime**

We provide equal employment opportunities (EEO) to all employees and applicants for employment without regard to, and do not discriminate on the basis of, race, color, religion, creed, gender/sex, sexual orientation, gender identity and expression (including transgender status), national origin, ancestry, citizenship status, age, disability, genetic information, marital status, pregnancy, military status, veteran status, or any other characteristic protected by applicable federal, state, and local laws.