Administrative Assistant

Department: Administration   **Position:** Full Time, Non-Exempt

Brief Description of Job:
Ringgold County Hospital is looking for an Administrative Assistant to work directly with the administration office. The Administrative Assistant provides administrative support to ensure the smooth functioning of daily operations within a healthcare facility. This role involves a combination of clerical, organizational, and communication tasks to facilitate effective healthcare delivery.

Essential Functions:
- Provides ongoing support to the CEO and other members of the administrative department – scheduling of appointments; handling phone messages; incoming and outgoing correspondence.
- Preparation, recording of minutes and follow up for meetings led by administrative members.
- Preparation of ICRA forms for Safety and Infection Control meetings monthly..
- Policy Stat – approval proxy for PAC, assist other managers with use of Policy Stat
- Credentialing of all Medical Staff for initial appointments and reappointments to Medical Staff.
- Completes affiliation requests for current and former medical staff.
- Preparation of Medical Staff meeting by preparing agendas, compiling minutes and information pertaining to the meeting, and acting as the scribe for the Medical Staff Secretary
- Administrator of Board Effect; an aid for board members with their accounts.
- Preparation of Board of Trustees meeting by preparing agendas, compiling minutes and information pertaining to the meeting, and acting as the scribe for the Board of Trustees Secretary
- Maintains Policy Stat and Health Streams logins. Trains all new hires on these systems during orientation.
- Complete and maintain certificate of an Iowa Public Notary
- Normal schedule is 8-4:30, Monday – Friday. Evenings during board meetings are required. Weekends and holidays if needed.
- Other duties as assigned

Marginal Functions:
- Maintains filing system.
- Maintains IContract system.

To Apply:
[Employment Application Form | Ringgold County Hospital (rchmtayr.org)](rchmtayr.org)

100 CRITICAL ACCESS TOP HOSPITAL 2022 THE CHARTIS GROUP   **APPLY NOW**