

---

# Contents

## Job Descriptions for Practice Management

Administrative Secretary .....	5
Appointment Secretary .....	6
Billing Clerk .....	7
Billing Supervisor .....	8
Bookkeeper .....	11
Business Office Assistant .....	13
Business Office Supervisor .....	15
Cashier .....	17
Clinic Site Manager .....	18
Clinical Director .....	20
Coding Reimbursement Specialist .....	22
Coding Specialist .....	23
Director Medical Staff Affairs .....	24
Director Physician Relations .....	25
Director Physician Services .....	26
Executive Director .....	27
Executive Director PHO .....	29
File Clerk .....	30
Insurance & Coding Specialist .....	31
Insurance Secretary .....	33
Laboratory Aide .....	34
Laboratory Assistant .....	35
Lab Technician .....	36
Medical Assistant .....	37
Medical Director .....	38
Medical Records Clerk .....	39
Medical Technologist .....	40
Medical Transcriptionist/Medical Secretary .....	41
Medical Typist .....	42

Nurse . . . . .	43
Nurse's Aide . . . . .	45
Nursing Assistant . . . . .	46
Nurse Practitioner . . . . .	47
Office Manager . . . . .	48
Office Supervisor . . . . .	50
Operator – Telephone Switchboard . . . . .	51
Patient Accounts Supervisor . . . . .	53
Patient Relations Representative . . . . .	54
Physician . . . . .	55
Physician Assistant . . . . .	56
Physician Liaison . . . . .	58
Phlebotomist . . . . .	59
Practice Administrator . . . . .	60
Practice Administrator – MSO . . . . .	61
Receptionist/Secretary . . . . .	62
Registration – Check Out . . . . .	64
Registration Clerk . . . . .	65
X-ray Technician . . . . .	66