

# Evans Counseling & Consulting

## Intern Job Description

Role: *Virtual Administrative Assistant*

The Virtual Administrative Assistant position is a remote work from home position that provides administrative support. For this role, a strong internet connection and the ability to work under very limited supervision is required. The Virtual Administrative Assistant will have an understanding of HIPAA and PHI as it requires high levels of client confidentiality and the handling of confidential financial information.

### Duties and Responsibilities

- EHR data entry and management
- Answering and returning phone calls during designated hours
- Providing voicemail management
- Client screening, intake, and scheduling
- Verifying insurance eligibility and benefits
- Providing email support
- Faxing services
- Submitting referrals when requested
- Processing client payments
- Creating and adjusting clinicians' schedules
- Social media management
- Marketing
- Submitting billing data/medical claims

### Requirements and Qualifications

- A minimum of a high school diploma
- Previous experience with administrative duties
- Reliable high-speed internet access
- Experience with Microsoft Office
- Strong outgoing personality with superior communication skills and great work ethic
- Excellent time management and administrative skills with a keen attention to detail