

Chiropractic Assistant Job Description

- Receive and welcome patients and ensure appointments statuses and the right registration process is followed
- Accurately generate and update records for patients, such as medical history and treatment
- Administer treatment using physical therapies, such as electrical muscle stimulation, ultrasound, hot/cold packs, or other modalities
- Educate patients regarding home exercise programs and specific exercise techniques
- Assist with the preparing and maintaining all treatment rooms, including cleanliness and appropriate treatment room and equipment set-up
- Sterilize and maintain all instruments and equipment per established guidelines
- Under the supervision of a chiropractor, order and maintain an appropriate inventory level of medical and office supplies
- Provide some of the general administrative services such as answering phones, making appointments and correspondence
- Assist in patient billing and coding practices with proper documentation and compliance with legislations
- Inform and educate the patients about chiropractic care and also help to inculcate good health and positive lifestyle choices for full health
- Maintain utmost confidentiality of any information related to a patient and his or her medical record
- Aid in enforcing office policies and procedures as necessary or required
- Work together with other health practitioners, including physical therapists and massage therapists, in the delivery of an all-encompassing treatment approach for the patient

- Attend courses and continuing education training programs meant to improve people's expertise and skill
- Perform marketing and promotion activities so that there should be a substantial patient inflow, and people should be aware of the clinic
- Keep work area clean and organized as cleaning is part of the standard, safety, and sanitation requirements
- Administer first aid in case of an emergency or taking medical samples, insofar as first-aid care is necessary
- Monitor and manage the storage and care of pharmaceuticals or nutraceuticals, if applicable
- Monitor levels and order inventory as necessary for any materials or equipment used
- Be an active participant in staff meetings and involved with the practice's overall improvement strategies
- Maintain filed systems in an ordered and complete manner on all records
- Must be able to communicate between patients and chiropractic doctors by managing or dealing with any concern of a patient, endearing or answering as necessary
- Assist in training and orienting new chiropractic assistants or staff members
- Perform any other duties that the chiropractor or practice manager may assign to them.