

Special Projects Administrator Sample Job Description

- Pull dictations and add to encounters in each patient's chart
- Special projects for the ADAPT program as assigned by Chris
- Call labs and supplement companies to do research as requested by Sunjya
- Assist with research projects as requested by Sunjya
- Special project - creating supplement sheet to help facilitate a supplement store
- Special project - working with FMSF to create MD HQ support business
- Special project - working with the finance department on bringing billing/payments into MD HQ