

# ALABAMA BOARD OF MEDICAL EXAMINERS

## Advanced Practice Administrative Assistant

**Starting Salary: \$40,000.00**

The Advanced Practice Administrative Assistant is responsible for processing various applications including collaborative practice applications for physicians and CRNPs/CNMs, license applications for assistants to physicians, registration agreement applications between physicians and assistants to physicians, as well as applications for the prescribing of controlled medications by advanced practice providers. This position requires excellent attention to detail, management of multiple priorities, and the ability to think critically.

### **Essential Job Functions and Responsibilities:**

- Process applications for licensure for assistants to physicians
- Process commencement applications for collaborative practice between physicians and CRNPs/CNMs
- Process registration agreement applications between physicians and assistants to physicians
- Assist with the processing of applications for the prescribing of controlled medications by advanced practice providers
- Verify information submitted on applications
- Access national databases for licensing verification and certification
- Communicate with physicians and advanced practice providers to ensure applications are complete and that all applications submitted for Board approval meet the requisite rules
- Ensure applications meet all qualifications as stated in the Board's Administrative Rules
- Any other tasks assigned by the Director of Advanced Practice Providers or Executive Director

### **Required Qualifications:**

- College degree preferred
- Three years previous administrative assistant experience preferred
- Proficiency in Microsoft Word, Excel and demonstrated ability to learn proprietary software
- Strong organizational skills
- Detail oriented
- Ability to effectively prioritize and meet deadlines
- Excellent written and oral communication skills
- Courteous and professional demeanor
- Strong sense of discretion and sensitivity to confidential matters

This job description is not designed to cover or contain a comprehensive listing of all activities, duties, or responsibilities that are required of the employee. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.

Selected candidate will be required to undergo a background check as part of the employment process.

FLSA Classification: Non-Exempt

### **Application Process:**

All cover letters and resumes should be emailed to: [hr@albme.gov](mailto:hr@albme.gov)

No telephone calls, please.

This position is in Montgomery.

**Number of Positions:** One