

Kirin Agcaoili

Bakersfield College

September 20th, 2018

Job Report

My name is Kirin Agcaoili. I am a student assistant at the Bakersfield College Panorama Campus Student Health & Wellness Center. I began working in this department on January 16th of 2018 and have accumulated a total of 686 hours, averaging about 85.75 hours per month at 19 allotted hours per week. Nearly 100% of my time on the clock is spent at either the front or checkout desk. The duties I am responsible for working at the front desk include, but are not limited to:

- Scheduling medical and mental health appointments
 - Either in-person or over the phone
- Creating patient charts through the use of PyraMed, SARS, and banner programs
- Receiving patient intake
 - Includes going over for completeness with patient, scanning into system
- Directing patients to medical rooms
- General clerical duties
 - Answering questions, either in-person or over the phone
 - Copying, scanning, faxing, printing various documents
- Other projects, such as involving on-campus injury claims

January: 50.5 hours

February: 77 hours

March: 90.5 hours

April: 84 hours

May: 116 hours

June: 76 hours

July: 85.5 hours

August: 106.5 hours