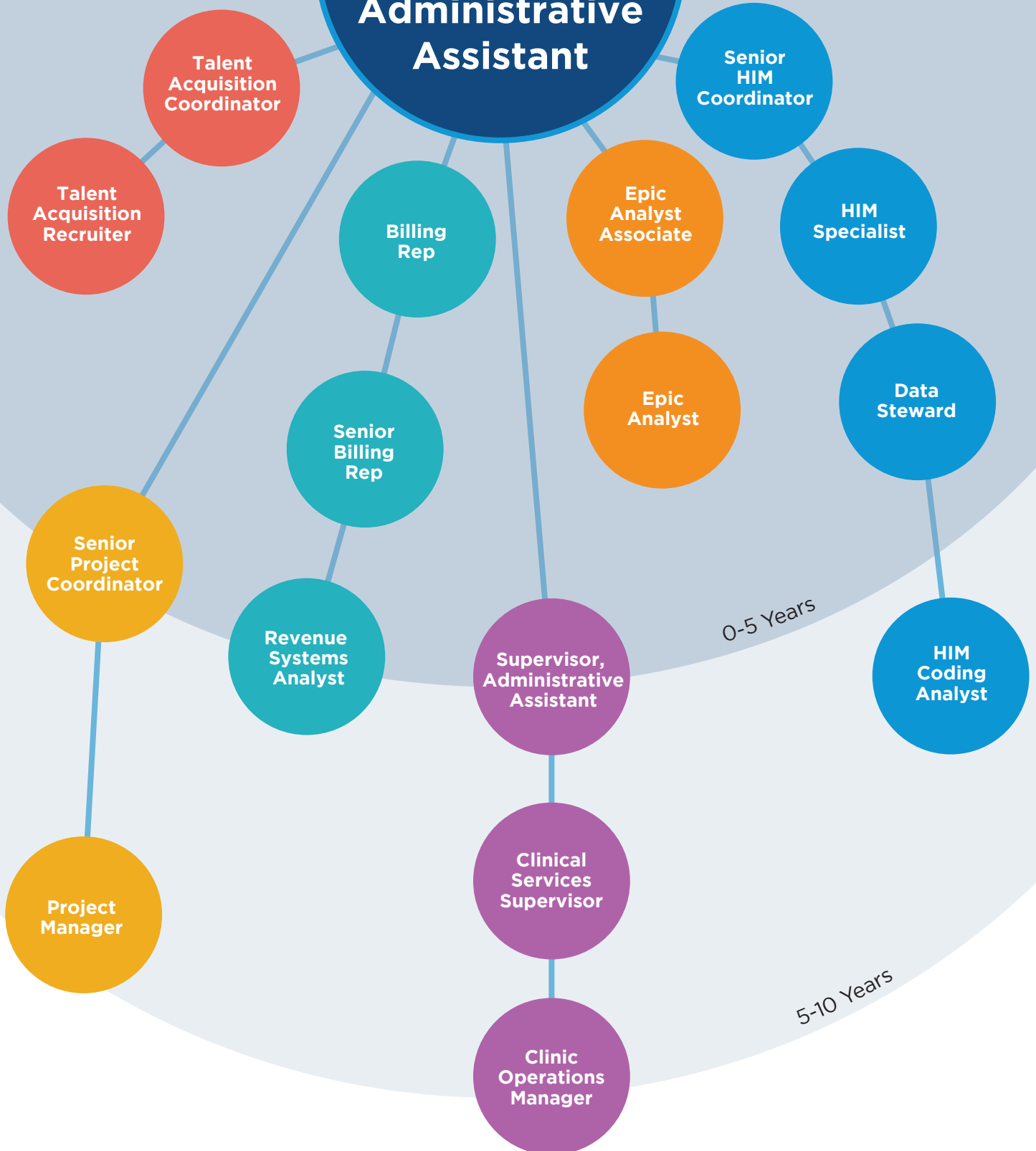


Administrative Assistant



Administrative Assistant

Career Map

Administrative Assistant

Explore Career Options

Talent Acquisition

Connect values-centered candidates to opportunities across the system.

Purpose

Match outstanding candidates to the best career that fits their goals.

What You'll Do

Listening to others to learn about their goals.

Critically think about the best fit for excellent candidates.

Project Management

Lead a specific project to success.

Purpose

From beginning to end, develop and guide a project to make sure it is successful.

What You'll Do

Creatively find solutions to problems.

Managing your time to meet deadlines.

Collaboratively work with a lot of different teams.

Revenue and Billing

Make sure funds are sent and received so operations can continue smoothly.

Purpose

All departments will rely on your attention to detail and skill for financial and account records.

What You'll Do

Patiently explain financial data to others.

Applying a sharp eye to details.

Tracking important information accurately.

Clinical Operations

Lead departments to ensure Ochsner is a system that effectively delivers health.

Purpose

Serve as a leader and decision maker across multiple departments, making improvements and solving problems.

What You'll Do

Coordinating team to tackle daily tasks.

Developing the best method to solve problems.

Organizing responses to problem or obstacles.

Epic

Put patients first by operating Epic, the most progressive software system in healthcare.

Purpose

Empower a patient's healing journey by ensuring easy access to health records and tools.

What You'll Do

Noticing when problems happen and acting quickly to solve them.

Following important rules to protect patient privacy.

Successfully communicate processes to others.

Healthcare Information Management

Protect patients' health information during their healing journey.

Purpose

Keep patients safe by maintaining accurate health information while protecting their privacy.

What You'll Do

Discreetly organize private information.

Reading and organizing patient information for future use.

Find your next move today!

ochsner.org/careercenter 504-842-4748 option 5

mycareer@ochsner.org

