



UCR School of Medicine is looking for a staff employee to temporarily assist with code requests for insurance forms and Epic system. The incumbent will be responsible for requesting plan codes, updating new insurance information on forms, and sending forms to UCI for approvals.

Position: Administrative Assistant

Job Requirements:

- Strong attention to detail
- Data management experience
- Experience with Excel
- Must have computer and internet access
- Must be able to handle sensitive information and maintain confidentiality

Hours: Approximately 20 + hours per week

Remote Work: Yes