

Job Description – Office Assistant 2017

Part-time temporary office work for friendly medical business office. Potential for ongoing employment.

Responsibilities:

Sort and mail statements

Process Credit Cards for payment of accounts

Enter/edit demographic information for new and existing patients in Valant software

Greet and assist patients in person or on the phone with updates to insurance and other demographics

Job Requirements:

Excellent Microsoft Word skills

Excellent data entry skills (numeric and alphabetic)

Good interpersonal skills, good communication skills

Willing to assist with other various projects

Contact info:

Please send resume to:

Karen.taylor@allianceclinical.com

Karen Taylor, Practice Manager

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