



## **Busy Chiropractic Office in Highland, IN Needs PM Front Desk**

We are a privately owned husband and wife Chiropractic and Wellness practice located in Highland, IN. We have been in practice for 11 years and are looking for a part time (~20-25 hours/week) Front desk/Chiropractic Assistant Position. The position will include a combination of office work and helping doctors' care for patients. Examples of job duties includes collecting payments, directing patients where to go next for treatment, and setting up electric stimulation therapy (training provided). Some project management work as well.

**THIS POSITION CAN BE VERY BUSY AT TIMES AND DOES REQUIRE SOMEONE WHO THRIVES IN WHAT CAN BE A FAST PACED OFFICE.**

Pay will be based on experience and will generally start at \$12.00/hr with a re-evaluation at 3-6 months.

These qualities are essential to the position:

- Can do attitude with a willingness to learn
- Strong sense of team with co-workers
- Excellent customer service skills – a people person with a “patient’s first” kind of attitude
- Strong attention to detail, focused
- Able to multi-task in a fast paced environment
- Non-smoker
- Responsible/dependable/strong work ethic
- Complete responsibilities with accuracy and professionalism
- Skilled in Microsoft office, Word, Power Point, and internet
- Strong telephone skills with the ability to communicate knowledge about doctors and practice to callers about the aspects of our business and encourage new patient appointments as well as assist established patients
- Understand and communicate insurance requirements and patient’s financial plan to new and established patients
- Provide backup to electric stimulation therapy room
- Attend staff and billing meetings

Additionally, we would expect the candidate to have the following qualities:

- Enthusiastic
- Flexibility in work schedule
- Interest in health and wellness

Hours would be the following:



Mon: 2-7:30

Tue: 1-7:30

Wed: 2-7:30

Thu: 1-6:30

Friday - Off

Saturday 6:30-11:30 (Every other Saturday).

Flexible schedule is a must. We are a team here and we all help each other out when possible.

**Again, this position does get very busy and is not for someone looking for a slower paced position.**

If you feel that you are a good fit for this position, please respond to this email with your resume, references, and a cover letter. In the cover letter, include a description of why you are interested in working in a Chiropractic and Wellness office. Only top candidates will be scheduled for interview.

Watch our short video about the position being offered here:

<https://youtu.be/VuUkmzrkVRM>