

Type of Opportunity:

- Integrative Health Office Administration/Receptionist
- Other

Company Name: Wellspring Acupuncture

Job Type: Part-time

City: Harpers Ferry

State: WV

Details: Paid Internship, Wednesday and/or Saturday hours. Responsibilities include: opening (typically 9:45 am) & closing (typically between 6 and 8 pm); prepping the office for first patient's arrival; reception, scheduling and check-out of patients, including collection & recording of payments and receipt/statement preparation; prepping patients to be seen, including taking of vitals; arranging the rooms, including at start of day, between patients & at end of day; stocking rooms with supplies; collecting, laundering and putting away linens; maintenance of schedule and patient information; phone duties; maintaining inventory and ordering of retail items and supplies, including needles; managing correspondence; light bookkeeping including maintenance of income/expense records on QuickBooks (online version); and other basic office tasks (copying, filing, and so forth). Depending on experience and skill levels, there may also be: more direct care duties, including taking of patient history; acting as liaison with insurance companies, attorneys or patients regarding billing; and the preparation and filing of sales tax returns, and state and federal forms or reports and payments required of employers (but not income tax returns). The staff will also act as needed as an assistant to the Acupuncture Physician, including but not limited to the following duties: assistance in charting; running errands; and miscellaneous tasks to organize the practice and optimize patient care.

First Name: Andrea

Last Name: Brown

Telephone: 304-268-3911

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Add an attachment:

<https://www.muih.edu/sites/default/files/webform/Receptionist%20Wanted%20Flyer%202016.docx>