

**Type of Opportunity:** Other

**City:** Towson

**State:** Maryland

**Details:** We are a Wellness Center located in Towson seeking a patient coordinator for the front office. Must be friendly, health-minded, professional, have good communication skills and enjoy working with people. If you have a strong work ethic, are reliable, have a professional and positive attitude, and excellent customer service skills while paying close attention to details and can multi-task, please apply emailing your resume to us. No phone calls please.

Responsibilities include answering phones, processing new patient intakes, scheduling, verifying insurance benefits, collecting patient deductibles and co-pays, recording monetary transactions and typing brief letters. Must have own transportation. Must be able to work until 7 pm 4 days per week and Saturday mornings.

Chirotouch Software experience a plus.  
Certified Chiropractic Assistant preferred.  
Customer service experience required.  
High school diploma or GED minimum

**Contact:** Jerry Stuckey

**Telephone:** 410-821-7200

**Email:** [american.chiropractic@verizon.net](mailto:american.chiropractic@verizon.net)

*Posted 01/09/2017*