

Type of Opportunity: Integrative Health Office Administration/Receptionist

Company Name: Uptown Acupuncture LLC Job Title: Administrative Assistant

Job Type: Part-time

City: Washington

State: DC

Details:

Position: Administrative/Office Assistant

Job Description:

Uptown Acupuncture is an acupuncture and Chinese herbal clinic located in the Tenleytown neighborhood of Washington, DC. We have an opening for an onsite administrative assistant. We are seeking a person who is friendly, engaging, motivated, and self-directed. Individual must be detailed, organized, energetic, able to multi-task, dependable, computer literate, and able to handle confidential and sensitive information.

Hours:

Tuesday and Thursday evenings from 4:00 pm - 8:00 pm and First Saturday of every month from 9:00 am - 1:00 pm The time commitment is an average of 10 hours per week.

Additional hours may be available for special projects and the possibility of working with other practitioners located in the same office space. Flexible work shifts can be provided to full-time students.

Pay:

Starting salary is \$650-\$780/month based upon experience. Possible increase in pay upon completion of training (6 months).

Application Submission:

Email resume and cover letter to lead acupuncturist, Adam Miramon at adam@uptownacupuncturedc.com by Friday, September 20, 2019.

Duties:

- Answer and return phone calls
- Prepare email correspondence for patients, prospective patients, colleagues and other related business
- Enter patient information into web-based scheduling system, EMR, medical billing software, contacts, email, etc.
- Interacting with patients in a professional manner
- Receptionist duties to include greeting patients, checking patients in and out, processing payment
- Proof and copy edit newsletters and articles
- Create and enter patient notes in electronic medical records (EMR) • Create patient superbills

in web-based insurance billing module

- Other administrative duties as needed.

Qualifications:

1. Post high school vocational/specialized training or an associate degree
2. Strong computer skills are imperative (Content: Documents, Spreadsheets, and Web based applications)
3. Prior data entry experience
4. Proficiency in the use of standard office tools (scanner, printer, etc.)
5. Strong organizational and time management skills
6. A commitment to detail, accuracy, and establishing routines
7. Have excellent command of English language, composition, and punctuation
8. Must be able to maintain confidentiality in areas such as patient management, patient charting, insurance billing, etc.
9. Previous office experience or medical office experience desired
10. Able to receive and give both appreciative and constructive feedback

About Uptown Acupuncture

Uptown Acupuncture LLC (formerly Ixchel Wellness LLC) is an acupuncture clinic located in the Tenleytown neighborhood of Washington, DC. Adam Miramon founded our clinic in 2012. Our services include acupuncture, cupping, moxibustion, and Chinese herbal treatments.

Our mission is to help heal our patients, our communities, and ourselves through the work we perform at our clinic and in our local community. Our goal is to treat each other and every patient with the respect and care they deserve. We believe our patients' care is of great importance, and we provide our patients with the best quality of care either through our services or by referring them to other health care professionals depending on their specific needs.

First Name: Adam

Last Name: Miramon

Telephone: 202-290-9636

Email: adam@uptownacupuncturedc.com

Add an attachment:

https://www.muih.edu/sites/default/files/webform/Administrative%20Assistant%20Job%20Description%202018-0911_0.pdf