



Colorado Allergy and Asthma Centers, P.C.
Position Vacancy Announcement
Posted: 6/23/2010

Position: Office Assistant
Location: Denver (Lowry, ~ 1st and Quebec)
Hours: Part-time, 22 hours per week (Two 9-hour days and One 4-hour day on Saturdays)

Position Purpose: Reporting to the OAM (Office Administrative Manager), this non-exempt, part-time position represents CAAC, offering the patient a positive first impression by phone and/or in person.

Responsibilities:

- Utilizing time and resources, makes sure all patients (established and new) feel welcome and comfortable every time they enter the office; Ensures that number one priority is customer service with patients and staff
- Schedules appointments, checks patients in and out, gives information to callers, relieves others of clerical and administrative work
- Computer literate (Microsoft Office Products)
- Demonstrates flexibility and professionalism
- Maintains open communication and a team-oriented work environment with all departments
- Takes initiative and is a self-starter
- Performs additional duties as deemed necessary
- OSHA and HIPAA Compliant

* Responsibilities are subject to change at any time based on company needs.

Prerequisites:

1. High school graduate
2. At least 1 year experience in a medical or business office
3. Completion of a Medical Office Assistant Program preferred
4. Experience with billing, coding and insurance benefits is helpful

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, 2010