

**This is provided as public service to the Acupuncture community. The college has not vetted the individual/ organization providing this opportunity, nor is FCIM responsible for this advertisement. Applicants should do their own due diligence as to the background of this posting.:** Medical Office Assistant / Reception

**Name:** Jean Caron

**Email Address:** [fourwindsjc@gmail.com](mailto:fourwindsjc@gmail.com)

**Business or Organization Name:** Four Winds Acupuncture

**Address:** 101 2nd St Suite 302, Holly Hill, FL 32117

**Phone Number:** [3866775400](tel:3866775400)

**Title or Position Available:** Medical Office Assistant/Receptionist

**Job Description or practice description:** Acupuncture and Chinese Medical practice is seeking a Part-time Medical Office Assistant / Receptionist. We are looking for someone that has some general experience, self- motivated, reliable, positive, and compassionate to complement our Holistic Medical Practice. This opportunity is ideal for students pursuing a career in Traditional Chinese Medicine. This position can also be used as an apprenticeship and has the potential to secure a position as an acupuncturist after graduation.

Responsibilities:

- Performing basic medical office procedures
- Reception check in and out, scheduling, billing, Insurance
- Maintaining office files/charts and other records
- Composing letters, memos and additional correspondence
- Ordering and maintaining inventory
- Maintaining office and equipment
- Communicating via telephone, Email, Social media, letters, in-person
- Help with marketing

Ideal candidate:

- Professional, genuine and compassionate
- Have excellent communication skills and phone etiquette
- Have some Medical Billing experience
- Computer skills, Microsoft Office, QuickBooks and familiar with medical software and Social media
- Holistic background a plus.
- Student pursuing acupuncture and Traditional Chinese Medicine (TCM) degree

**Date needed:** 5/20/17