

POSITION OPEN

Medical Front Office Administrative Assistant

We are looking for a dynamic star for our growing company. If you think you are amazing and like working with other superstars, we may be a great fit! We are seeking an individual to work in our medical office. Come join our dynamic team and help us grow at Vegas Voice Institute! Must be able to perform the following tasks:

- Filing, scanning, compiling charts
- Schedule patients, collect copays
- Proficiency with Microsoft Word, Excel, and Powerpoint
- Insurance Eligibility and Authorizations
- Proficiency with typing speed, computer skills, and have good grammar to proofread and correct written reports.
- Good interpersonal skills to communicate with team and patients
- Spanish speaking is a plus

Requirements to apply:

- Medical Front Office Experience of 4-5 years or more.

This position is a Full-time position with hours Mon-Friday. 1 part-time position available as well.

Please email: voice@lvcoxmail.com your resume and answers to these questions as we are seeking those who go "the extra mile":

1. Tell us your 3 best qualities
2. Tell us why your work skills are better than most.
3. Why do you want to be part of a team?
4. Describe a life lesson that was a learning experience for you.
5. Send your work experience and length at your jobs. If there are gaps in employment address those.
6. Why did you leave your last job?

If you are an ideal candidate and can only do part-time hours please indicate as well. We are flexible.