



JOB OPENING

Our office is located on Grand Avenue and due to our forecasted growth, we are actively seeking to add to our current staff here.

Chiropractic Assistant

This critical role will work with Dr. Kress to ensure an efficiently running practice. Duties include, but are not limited to, organization and the utilization of common office programs, data entry, assistance with patient care, health insurance verification and interpretation, collections, billing, scheduling, and other duties required to run this office. Some experience in healthcare and ability to multi-task a must. Candidates must have excellent time management skills and the ability to perform expected tasks without supervision.

Responsibilities Include:

- Strong attention to detail with demonstrated process management skills
- Coordinate, track and reporting of key metrics / measurements related to billing efficiency
- Ability to work independently and with some late evenings and weekend hours necessary.
- Ability to jump from "high profile" projects to "digging a trench" type projects without missing a beat and maintaining enthusiasm
- Assist in Administrative functions, as needed

Competencies:

- Experience within chiropractic, wellness or alternative medicine preferred
- Excellent written and verbal communication skills
- Strong working knowledge of Microsoft Office programs - Word, PowerPoint and Excel (a must)
- General knowledge / exposure to billing and practice management software (Vericle, Billing Precision, or Platinum a plus)

Please fax application to 651-294-2333. No phone calls please.

Hours: Mondays and Wednesdays 10-12:30 and 2 -6:30

Tuesdays and Thursdays 2 – 7:30

Fridays 10-1

Saturdays or Sundays: 2 weekend days are required a month.

Schedule varies according to our marketing events but usually a 3-4 hr. shift

Salary: *Salary commensurate with experience*

Benefits:

We provide access to a complimentary chiropractic care for you and immediate family, paid time off, and product discounts.