

Attention: Medical Office Assistant Graduates!

Front Office Position is Available in Thousand Oaks

California Hand and PT is looking for a front desk receptionist. This position require efficiency, exceptional time management skills, and the ability to multi task successfully.

- They will also carry out a variety of duties, some duties which may include:
- Verify health insurance benefits, co pays, and deductibles for all private & HMO patient's
- Collect co-pays, deductibles, and supply charge payments
- Schedule new referrals & f/u on current patient appointment's
- Responsible for submitting & following up on authorization requests for Worker's Compensation patient's
- Submit & f/u on HMO referrals

POSITION REQUIREMENTS:

- Attention to detail
- Good at Multitasking
- Self-starter
- Data processing proficiency—Practice management software, Microsoft Word
- Communication skills—written, verbal and general interactive
- Organizational skills—priority setting, file maintenance & report generation
- Travel between two locations- Oxnard & Thousand Oaks clinics if needed
- Bilingual Spanish speaking is preferred but not required

EXPERIENCE:

- 1-3 years Medical office experience, physical therapy outpatient desirable
- 1-3 years Work Comp experience
- Insurance industry claims processing desirable
- Experience with Webpt scheduling system or medical/billing scheduling system
- Microsoft Word, Excel,etc.

EDUCATION:

- Bachelor's degree preferred
- Business certificate preferred
- High school graduate required

We offer a competitive salary, medical/dental benefits, PTO and life insurance for Full Time employees.

Please email your resume to:

Nickie - nickiew@cahandpt.com



*Attention:
Administrative Medical Assistant
Graduates!*

Front Office position in Camarillo!

Cardiology practice in Camarillo is looking for a Medical Office Assistant starting with a paid 3-month externship which will turn into permanent placement for the right individual.

Requirements:

Knowledge in basic medical office procedure, willingness to learn based on specifics of cardiology practice, excellent communication skills with patients, doctors and staff, phones, scheduling, cross train back office for coverage. We are looking for warm, empathetic and kind personality.

Hours:

Monday through Friday, 9am-5pm

Please email resumes to Sarah at:
Sarah23sco@gmail.com



Physical Therapy Aide Position is Available in Thousand Oaks

California Hand and Physical Therapy is looking for PT Aides to assist in patient care and related activities under the direct, on site supervision, of a physical therapist and/or occupational therapist.

Duties may include but not limited to:

- *Assist with patient treatment set up
- *Assist with patient exercises, functional activities & administer modalities
- * Routine cleaning of clinic with patient care equipment and supplies

Other daily tasks may include: greet and check-in patients, schedule new patients and follow-up appointments, answer phones, maintain patient records, file/scan extra paperwork

Education:

- *High school or equivalent skills and aptitude required
- *Health Occupations courses in high school, desirable
- *College level basic science course, desirable

Experience:

- *None required, but previous health delivery observation or volunteer hours, desirable
- *Bi-lingual Spanish speaking desirable

Please email your resume to:

Nickie - nickiew@cahandpt.com