



PT Office Admin/Aide

Are you interested in a career in Physical Therapy? Are you a student looking to gain experience in a PT office to position yourself ahead of others when applying to Physical Therapy School? Our prior PT aides are entering Physical Therapy Programs at Springfield College and UMASS Lowell. We are a busy physical therapy practice in the Blackstone Valley, seeking a part-time office/physical therapy aide to join our fantastic team! Hours will include afternoon/evening shifts, along with rotating Saturdays 8a.m. - 1p.m. Approximately 6-12 hours, along with possible vacation coverage as needed.

Candidates should:

- Be friendly, personable, and customer service focused
- Possess strong verbal and written communication skills
- Be reliable, prompt, and dependable
- Be able to quickly learn and use a web based EMR (Experience preferred)
- Be self-motivated and organized, with attention to detail
- Be able handle a busy office setting and multitask effectively

Responsibilities will include:

- Greeting, checking in, and setting patients up based on therapist direction
- Answering phones, taking messages
- Scheduling patient appointments
- Entering patient information into computer system, verifying patients health insurance benefits
- Filing, faxing, and various administrative duties
- Office Cleaning, on-site laundry
- Assisting physical therapists as needed

Applicants will be called for a phone screen prior to an interview and employment may be subject to background and drug screens. This position has the opportunity to grow into a full time position for the right candidate.

Job Type: Part-time

Pay: \$13.00 - \$16.00 per hour

COVID-19 considerations:

All vaccinated and non-vaccinated employees, patients, and anyone entering our practice must wear a mask. Sanitizing frequently.

PLEASE SUBMIT YOUR RESUME AND COVER LETTER TO EMPLOYMENT@BVPTS.COM.

