



Back Office Assistant-Roomer

Job ID: Back Office Assistant Roomer – Floater

Location: Northwest and Henderson

Position Type: Full –Time

Job Summary:

Clinic rooming checking in/out patients
Courteous and efficient telephone etiquette
Prepare for Clinic
Schedule return appointments

Work Experience Requirements:

Medical Experience minimum of 1 year
Highly organized with ability to multi-task
Knowledge of CPT, ICD9/10 Codes
Great people skills
Bilingual Required

Education Requirements:

High School Diploma or equivalent
Medical Assistant Certified preferred