



**Job ID:** BOA-Appointments Coordinator – Team Golshani

**Contact Person:** Sundari Allen

**Location:** 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 preferred

**Education Requirements:**

High School Diploma or equivalent  
Medical Assistant Certified preferred