

Work Study Job Description

Job Title	Medical Administrative Assistant
Organization Name	Integrative Health Partners
Job Location	University District
Address	4500 9th Ave. NE, 3rd floor Seattle WA 98105
Pay Rate	\$13 - \$15
Employment Period	Summer, Academic Year
Hours Per Week	40 hrs/wk, 19 hrs/wk
Contact Supervisor	Linda Dagenais
Phone Number	206-903-6111
Email Address	dagedoc@aol.com
Website	http://www.integrativehealthpartners.com

Nature of Organization
Medical Clinic
Duties and Responsibilities
Pulling charts & preparing fee slips/superbills, sending reminder appointment emails, processing completed charts (filing, entering in test results i.e. blood, mammograms, colonoscopies, etc), taking patient vitals (if trained), sending out and ordering supplies, scheduling patients, scanning documents, and preparing lab requisitions.
Minimum Qualifications
Type at least 65 words per minute Well versed with Microsoft Office programs
Educational Benefits
Medical terminology.
How to Apply
email DageDoc@aol.com with cover page and resume