

Description

Join our growing team! Freeborn Wellness Complete Industrial, PT and OT is a specialized Work Conditioning and Hardening clinic in both Lewis and Thurston County, WA! We are a thriving orthopedic-based clinic who provides evidence-based physical therapy for our patients. We pride ourselves on creating a team atmosphere that is professional yet client and family oriented.

We are looking to hire an Administrative Assistant to be a member of our forward-thinking and compassionate team. An ideal candidate will be people-oriented and hardworking, while prioritizing quality care and patient satisfaction.

If you are looking for a place with a welcoming environment that puts people before profits, then look no further!

Responsibilities

Greet each person with welcoming and professional conduct.

Check in clients and make sure all paperwork is completed and uploaded correctly in the EMR system.

Work with our team to ensure every patient has a positive experience.

Timely responses to patient inquiries and timely completion of assigned tasks.

Answer telephones and take detailed messages.

Work diligently with our billing team.

Perform other duties determined by the management team.

Follow HIPPA laws.

Requirements

Experience with computers and fax machines

Ability to type quickly and multitask

Preferred Qualifications

1-2 years of experience in an administrative role

Benefits (dependent on FTE)

Health, vision, dental insurance

Three weeks PTO

7 ½ Paid Holidays

401K with 4% matching

Continuing education reimbursement

Frequent staff lunches, coffee, and other surprises

About Us

We are a well established, therapist owned practice known for delivering excellent patient outcomes in a fun, friendly, family environment. We believe in quality individualized care and embrace the following values: Integrity, Excellence, Team, and Service.

Send cover letter and resume to andrew@freebornwellness.com