



Job description

Summit Physical Therapy is Hiring!

JOIN OUR TEAM! As our therapist staff grows, our office staff needs to as well! We are looking for a part-time front office assistant for our private, outpatient physical therapy clinic in the beautiful tourist town of Homer, Alaska. The hours average from 15-30 hrs/week. We are currently hiring for the closing shift 4-5 days per week, approximately 10 am - 6:15 pm Tues-Thurs, and Fridays 12:00 pm - 5:15 pm (subject to change). We offer generous bonuses, paid sick leave, 401K matching program, and optional Short-Term Disability, Dental insurance, Vision insurance, and various other supplemental plans through Aflac; we also do company incentive programs (paid trip to Hawaii in 2023) and staff outings! Please contact Summit with your email address and we'll send an employment application and formal position description.

Office Assistant

Job Specification

Job Description:

Employees in this position work directly under the office manager. They also report to the staff therapists. Office assistants are responsible for daily tasks related to proper functioning of the office.

Job Duties:

The following duties are typically assigned to the employee in this position. Not all duties listed will be assigned, nor are all assigned duties listed.

- Perform front desk and patient intake responsibilities
- Patient scheduling and appointment confirmation
- Convert phone inquiries into appointments
- Manage multiple phone lines



- New patient registration
- Insurance authorizations, collecting co-pays, and completing patient billing
- Process Insurance payments
- Medical supply tracking
- Assist with marketing efforts
- Assist with clinic cleaning
- Compile medical records
- Remain compliant with HIPAA regulations

Qualifications:

The employee must possess and demonstrate at a minimum the following qualifications, skills, and knowledge base while actively employed by Summit Physical Therapy, Inc.

- Be at least 18 years of age
- High school diploma or equivalent preferred
- Understanding of computer programs including but not limited to WebPT (on the job training available), Microsoft word, Microsoft Excel, and email programs
- Excellent interpersonal skills, communication skills, and time management skills
- Excellent organizational skills and multi-tasking
- Understanding of HIPAA and related legislature
- All employees are to have a current CPR and AED certification (training/certification will occur following hiring if employee does not currently have this)

Work environment

This position will require the employee to work within the physical therapy building as well as occasionally outside the building.



Physical requirements

The employee will demonstrate:

- the ability to squat, stoop, bend, reach, kneel, stand, and sit for extended periods of time
- the ability to safely lift and carry up to 50# from the floor to waist height occasionally
- the ability to safely lift and carry up to 25# from floor to chest height occasionally
- the ability to safely lift and carry up to 10# from floor to chest frequently
- the ability to push/pull heavy objects occasionally
- the ability to complete repetitive tasks such as filing and typing frequently

Job Type: Part-time

Salary: From \$17.00 per hour

Benefits:

- 401(k) matching
- Dental insurance
- Employee discount
- Paid sick time
- Vision insurance

Healthcare setting:

- Clinic
- Outpatient
- Private practice

Medical specialties:

- Orthopedics
- Physical & Rehabilitation Medicine
- Sports Medicine

Schedule:



- Monday to Friday
- Weekends as needed

Ability to commute/relocate:

- Homer, AK 99603: Reliably commute or planning to relocate before starting work (Required)

Experience:

- Customer service: 1 year (Preferred)
- Medical terminology: 1 year (Preferred)
- Computer skills: 1 year (Preferred)

Work Location: In person