Help Wanted: Medical Office Assistant

Job Description
Alli Center, LLC is currently seeking a part-time or full-time assistant for our mental health practice in Coralville, Iowa. This is an excellent opportunity to be a part of a growing, innovative service delivery approach which:

- Supports the development of the next generation of behavioral healthcare providers
- Provides expert patient/client care daily
- Emphasizes collaboration among colleagues from diverse behavioral health backgrounds

Key Responsibilities
- Greet visitors and patients entering clinic, determine nature and purpose of visit following established protocols
- Schedule appointments and maintain/update calendars over the phone and in person
- Accurately enter client information into electronic medical records and billing system
- Communicate with clients, patients and staff using a variety of methods
- Assist Business Manager with office tasks, such as scanning, filing, and more
- Maintain standards, policies, procedures, and regulations in accordance with local, state and federal laws, and with ethical standards of the profession

Qualifications
- College degree or currently enrolled college student
- Strong computer proficiency (Internet, Email, Gmail and Google Apps)
- Detail oriented, with strong customer service skills
- Prior professional experience preferred
- A commitment to providing individual attention to help clients achieve mental and emotional well-being

Employee Benefits
- Competitive pay and health benefits
- Accrued personal time off and flexible schedules
- Retirement plan
- Short-term disability insurance and employee assistance program (EAP)
- Collaborative work environment in a convenient location

An Equal Opportunity Employer