

**PART TIME OFFICE ASSISTANT
XELMAR MEDICAL SPA –GREAT BEND, KS**

OFFICE DUTIES

In this position, your role will be managing many aspects of the office and patient care needs. Duties shall include, but are not limited to:

- Making sure charts are pulled for the day's patients.
- Calling patients to confirm appointments.
- Answering phones, explaining treatment procedures to clients as well as checking them in and out before and after procedures.
- Making sure they have all necessary paperwork completed for their appointment.
- Faxing and emailing any pertinent information for the procedure they plan to have in the office.
- Making appointments and scheduling patients for future appointments.
- Maintaining patient files and charts.
- Making sure the office is set up, including patient's rooms for each day.
- Cleaning rooms after procedures if time necessitates.
- Making copies of paperwork necessary for client visits.
- Learning all aspects of the computer system Transcend in an effort to maximize patient notifications, marketing strategies as well as maintaining an accurate list of services as well as pricing.
- Taking items out of the inventory on the computer to know when to order products.
- Make sure the waiting room is tidy and there are enough pamphlets in the waiting room. If there are pamphlets that need to be ordered, this should be communicated.
- Answering messages on Facebook as well as posting marketing posts for the business and services.

Wage \$9.50 per hour. Interested individuals may email their resume to

Please call 620-617-0744 or email xelmarmedspa@gmail.com if interested.