

# We're Hiring!

Join our Healthcare team!

We are currently accepting resumes for the following positions.

<b>Patient Care Representative</b>	<b>Billing Specialist/ Bookkeeping</b>	<b>Medical Assistant (Certification a plus)</b>
Duties include but not limited to: → Front Desk Management → Phone calls → Scheduling appointment → Managing Faxes → Cash Handling → Referrals to Specialists	Duties include but not limited to: → Basic Bookkeeping → Medical Insurance verification → Medical Coding → Using Microsoft Word and Excel → Accounts Receivable	Duties include but not limited to: → Direct Patient care (Rooming) → Phone Triage → Medication Reconciliation → Performing EKG'S → Administering Vaccinations → Assist with in-office Procedures. → Pre-visit Planning
<p style="text-align: center;"><b>Skills required:</b> Team player attitude ~ attention to detail ~ highly organized ~ positive attitude ~ willingness for continuous learning ~ ability to multi-task ability to work in fast-paced environment ~ strong communication skills Experience in Electronic Medical Records a plus</p>		

**Position Hours: Full-time**

**Monday – Friday, Day time**

**Please submit your cover letter, resume and an applicable certification to**

- **Front Desk**
- **email at [fmc@fmchawaii.com](mailto:fmc@fmchawaii.com)**
- **Fax: (808) 961-5905 (Attn: Crystal)**