



EMPLOYMENT OPPORTUNITIES

Bilingual Medical Assistant JOB POSTING Number: 2010-06

To Apply: Employment Application Forms can be obtained **from our website** or HACS' Administration Office. **Please** include the **Job Posting Number** listed above when submitting your completed Employment Application. **Resumes will not be accepted in lieu of HACS' Employment Application Form.** You may submit your completed original application by mailing or delivering your information to:

HACS, Inc.
Attn: Nelson Gonzalez
2150 West 18th St, Suite 300
Houston, TX 77008
For more information email ngonzalez@hacstxs.org. No phone calls please.
Website: www.hacstxs.org Fax:713-979-3651

<p>To ensure consideration, return an Employment Application by</p> <p>UNTIL FILLED</p>	<p>Supervisor: Juan Garza, MD, Chief Medical Officer Address of Opportunity(ies): 2150 West 18th St, Suite 300, Houston, Texas 77008 Number of Opportunity(ies): 1</p>
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Job Functions: Works in a Community Healthcare Center. Medical Assistant degree and certification required.
Minimum Qualifications: Maintains comfortable, orderly, safe, and clean environment. Prepares patients for examinations and works closely with physicians and nurse practitioners. Provides routine information related to medical treatments and procedures. Measures and records vital signs; collects specimens; and prepares examining rooms. Selects and lays out medical supplies; maintains medical equipment; records and reports patient information. Retrieves laboratory test results and patient files; escorts patients and visitors; orders and maintains inventory of supplies; performs clerical functions related to medical activities. Files and maintains financial records. Processes, codes, and completes insurance claim forms. Performing computer skills in patient billing, transcription, scheduling, insurance claims, accounts receivable, and data base entry. Other duties as assigned by supervisor.

Salary: \$18,000-\$25,000 depending on experience

Additional Information: Experience providing pediatric services helpful.
Participates in trainings required by the funding source and/or required by licensure.

HACS, a JCAHO-accredited organization, offers a very competitive compensation package including medical/dental insurance, vision coverage, paid vacation, sick leave, and personal time. Short-term, long-term disability and paid holidays are also part of our benefits.

AN EQUAL OPPORTUNITY EMPLOYER