



Trinity Medical – New Office Opening in Orchard Park

We are recruiting for the following positions:

Office Manager
LPN
Medical Assistants
Patient Services Representatives

Experienced **office manager** responsible for the day-to-day operations. Responsibilities include: staff supervision, staff schedules and payroll administration, supply maintenance/purchasing, interviewing, training/orientation of new personnel, performance appraisals and corrective action, customer service excellence, appropriate handling of health information/medical records, patient confidentiality and process improvement.

Prior medical office leadership experience required. Medical billing/coding/insurance knowledge is required. MIPS, HIPAA, HEDIS and Patient Centered Medical Home knowledge preferred. Medent experience preferred with an AAS degree in Business or related field with a strong customer service background.

LPN candidates must have previously worked in a medical office setting and have experience in the following areas: conducting blood pressure checks, triage, Rx refills, and rooming patients. Experience preferred in EMR/Medent software.

MA candidates must have experience in a medical office setting and in the following areas: EMR/Medent software, conducting blood pressure checks, EKG's, stress testing, triage, Rx refills, and rooming patients.

Patient services representative candidates will have previously worked in a medical office setting and will have experience in the following areas: EMR/Medent software, patient registration, telephone reception, data entry, scheduling, collection of copays/deductibles/account balances and insurance verification.

FT opportunities available offering an attractive compensation package. Please submit resume with cover letter to:

Send resume and salary requirements to:

Trinity Medical
burdettek@hcswny.com