

JOB POSTINGS

MEDICAL RECEPTIONIST/ CASHIER:

United Physicians Care has a FT position available at our Grafton office. Primary duties include phone triage, appt. scheduling, pt registration and check out, medical records, billing, collections, and various other office duties. Minimum of one year medical office experience. Basic knowledge of CPT and ICD-9 coding and medical terminology required. Must possess excellent customer service, communication, and organizational skills. Experience with EPIC EMR software a plus. Please send resume to UPC Attn: Human Resource Dept, 686 S. Pike St. Shinnston, WV 26431 or via email to loefflerj@uhcwv.org.

AN ORTHODONTIC ASSISTANT is needed for a progressive and reputable practice. Prior orthodontic or dental experience is preferred, but not a requirement If you have good hand/eye coordination and enjoy working with children as well as adults. This opportunity comes with a competitive salary and an enjoyable atmosphere. The part-time position is 5 days per 2 weeks in Clarksburg. If you would like to join our team, please send resume to:

Dr. David Sanders
130 South Second Street
Clarksburg, WV 26301
No Phone Calls Please

Older

DENTAL ASSISTANT NEEDED for busy practice in Fairmont. Experienced in chair side assisting preferred. If interested Send resume to: Dept. TWV-307 c/o Times West Virginian, P. O. Box 2530, Fairmont, WV 26555-2530

DENTAL RECEPTIONIST Wanted Mon-Wed 7am-7pm Starts at \$8 hour, increase after 1st and 3rd month w/future dental benefits. Must have front desk experience w/great customer service skills email fairmontdds@gmail.com for a time slot interview