



## **EMPLOYMENT OVERVIEW**

### **Stangl Chiropractic & Massage Therapy, LLC**

at The Chiropractic Offices of Gonstead, Stangl, & Arkowski

Our Chiropractic and Massage Therapy Clinic in Eau Claire, WI is hiring a PART-TIME Office Assistant/Front Desk Receptionist.

Position Hours: 16-24 hours/week (set schedule), NO WEEKEND HOURS

Clinic hours are Monday through Friday 8:00am to 5:30pm

Working office hours may include shifts between 8:00am and 6:30pm

No required hours/events outside of normal office hours.

Position duties include greeting patients, answering phones, scheduling appointments, maintaining doctor and therapist schedules, clerical duties and data entry, directing smooth patient flow, collecting account receivables, verifying insurance benefits, balancing end of day reports, maintain a tidy and presentable reception area, and assisting with day-to-day general office tasks.

Our ideal candidate must be a team player competent in the ability to professionally manage multiple interruptions on a continual basis while maintaining personable interactions with patients, team members, and doctors. They are dependable, diligent, and patient focused with the desire to consistently deliver excellent customer service.

- High School Diploma/GED is required
- Confidence and efficiency with basic computer skills are required
- Written, verbal, and customer service communication skills are necessary
- The ability to prioritize and handle several tasks simultaneously is necessary
- Must be able to transition between sitting, standing and walking frequently

Applicants are required to complete and submit an official employment application that will be attained from our office.



# EMPLOYMENT APPLICATION

Stangl Chiropractic & Massage Therapy, LLC

at The Chiropractic Offices of Gonstead, Stangl, & Arkowski

## APPLICANT INFORMATION

Last Name		First Name	
Street Address			
City		State	Zip
Phone Number		Email	

## EDUCATION

High School		City	State
Earned: <input type="checkbox"/> High School Diploma <input type="checkbox"/> GED <input type="checkbox"/> Other -			
Post Secondary		City	State
Dates Attended		Degree/Cert	
Post Secondary		City	State
Dates Attended		Degree/Cert	

## PREVIOUS EMPLOYMENT

Company		City	State
Supervisor Name		Phone	
Job Title		Dates Employed	
Responsibilities			
Reason for Leaving			
Can we contact your supervisor for a reference <input type="checkbox"/> YES <input type="checkbox"/> NO			

Company		City	State
Supervisor Name		Phone	
Job Title		Dates Employed	
Responsibilities			
Reason for Leaving			
Can we contact your supervisor for a reference <input type="checkbox"/> YES <input type="checkbox"/> NO			

Company		City	State
Supervisor Name		Phone	
Job Title		Dates Employed	
Responsibilities			
Reason for Leaving			
Can we contact your supervisor for a reference <input type="checkbox"/> YES <input type="checkbox"/> NO			

Company		City	State
Supervisor Name		Phone	
Job Title		Dates Employed	
Responsibilities			
Reason for Leaving			
Can we contact your supervisor for a reference <input type="checkbox"/> YES <input type="checkbox"/> NO			

## JOB TASK EXPERIENCE

Do you have experience using Electronic Health Record Practice Management Software? <input type="checkbox"/> YES <input type="checkbox"/> NO
Have you had previous HIPAA compliance training? <input type="checkbox"/> YES <input type="checkbox"/> NO
Do you have accounts receivable experience? <input type="checkbox"/> YES <input type="checkbox"/> NO
Do you have experience with insurance claims and EOBs? <input type="checkbox"/> YES <input type="checkbox"/> NO
Do you have customer service experience? <input type="checkbox"/> YES <input type="checkbox"/> NO
Have you had previous training on customer service based phone skills? <input type="checkbox"/> YES <input type="checkbox"/> NO
Do you have multi-tasking experience/skills appropriate for a fast-paced clinical office? <input type="checkbox"/> YES <input type="checkbox"/> NO
Do you have the skills to efficiently perform tasks on a computer? <input type="checkbox"/> YES <input type="checkbox"/> NO

## EMPLOYMENT CHARACTERISTICS

List the top three character traits that best describe you as an employee		
1.	2.	3.
What are your top three skills that make you a great candidate for this position		
1.	2.	3.

## AVAILABILITY

First date available for employment:		Desired # of weekly hours:		
Our chiropractic office is open Monday through Friday from 8:00am to 5:30pm Working hours may include shifts between 8:00am and 6:00-6:30pm Please indicate below if there are any days/hours that you are <b>NOT available</b> on a regular basis.				
Monday	Tuesday	Wednesday	Thursday	Friday

REFERENCES: Please list 3 personal references

Full Name	Phone
Company or Relationship	
Full Name	Phone
Company or Relationship	
Full Name	Phone
Company or Relationship	

## DISCLAIMER AND SIGNATURE

I certify that my above answers are true and complete to the best of my knowledge. If this application leads to employment, I understand that false or misleading information in my application or during my interview may result in my release from employment.	
Signature	Date

Return your completed application by e-mail to [GSACHIROPRACTIC@gmail.com](mailto:GSACHIROPRACTIC@gmail.com) or in person/by mail to;  
Stangl Chiropractic & Massage Therapy, LLC  
503 E. Clairemont Avenue  
Eau Claire, WI 54701