

Type of Opportunity: Integrative Health Office Administration/Receptionist  
Company Name: Uptown Acupuncture LLC Job Type: Part-time  
City: Washington  
State: District of Columbia

Details: Administrative Assistant

**Job Description:**

Uptown Acupuncture is an acupuncture and Chinese herbal clinic located in the Tenleytown neighborhood of Washington, DC. We have an opening for an onsite administrative assistant. We are seeking a person who is friendly, engaging, motivated, and self directed. Individual must be detailed, organized, energetic, able to multi-task, dependable, computer literate, and able to handle confidential and sensitive information.

**Hours:**

Tuesday and Thursday evenings from 4:00 pm – 8:00 pm and First Saturday of every month from 9:00 am – 1:00 pm The time commitment is an average of 10 hours per week. Additional hours may be available for special projects and the possibility of working with other practitioners located in the same office space.

**Pay:**

Starting salary is \$650/month for initial training (6 months) with a 20% increase upon completion of training (\$780/month)

**Application Submission:**

Email resume and cover letter to lead acupuncturist, Adam Miramon at [adam@uptownacupuncturedc.com](mailto:adam@uptownacupuncturedc.com)

**Duties:**

- Answer and return phone calls
- Prepare email correspondence for patients, prospective patients, colleagues and other related business
- Enter patient information into web based scheduling system, EMR, medical billing software, contacts, email, etc
- Interacting with patients in a professional manner
- Receptionist duties to include greeting patients, checking patients in and out, processing payment
- Proof and copy edit newsletters and articles
- Create and enter patient notes in electronic medical records (EMR)
- Create patient superbills in web based insurance billing module
- Other administrative duties as needed.

**Qualifications:**

1. Post high school vocational/specialized training or an

associate's degree

2. Strong computer skills are imperative (Content: Documents, Spreadsheets, and Web based applications)
3. Prior data entry experience
4. Proficiency in the use of standard office tools (scanner, printer, etc.)
5. Strong organizational and time management skills
6. A commitment to detail, accuracy, and establishing routines
7. Have excellent command of English language, composition, and punctuation
8. Must be able to maintain confidentiality in areas such as patient management, patient charting, insurance billing, etc
9. Previous office experience or medical office experience desired
10. Able to receive and give both appreciative and constructive feedback

First Name: Adam

Last Name: Miramon

Telephone: 202-290-9636

Email: [adam@uptownacupuncturedc.com](mailto:adam@uptownacupuncturedc.com)

Add an attachment:

<https://www.muih.edu/sites/default/files/webform/Administrative%20Assistant%20Job%20Description%202018-0911.pdf>