

Administrative Office Assistant

Full TIME

Hope Haven Psychological Resource, LLC – Indianapolis IN

Hope Haven is seeking a Full Time **Administrative Office Assistant** for our growing behavioral healthcare private practice.

We are seeking a Full Time Administrative Office Assistant to perform day to day office duties, assist Practice Owner, answer and triage incoming calls, greet clients and help keep the office tidy. The Administrative Office Assistant will facilitate and organize the Intake Process, Generate New Referrals, Maintain the Office Filing System and Client Database.

This professional should be driven, pro-active, self-motivated, and well-organized with a positive and friendly attitude.

This position requires a detail oriented, intelligent, energetic person, who has a commitment to teamwork, quality client care, an Above-and-Beyond Work Ethic, with an eagerness to assist.

Medical Office Experience/Education, Multitasking Ability, Excellent Communication and Computer Skills are a must.

High School or GED

**Medical Assistant Experience/Education and/or
Medical Billing Experience/Education a MUST**

Previous experience working in a Healthcare Office Setting is a MUST

Responsibilities include:

- Working independently and possessing strong inter-personal skills
- Excellent attention to detail
- Answering phones with a caring, compassionate and patient telephone etiquette
- Intake Coordination and Scheduling
- Spreadsheet and Data Logging
- 3rd Party Insurance Payer Correspondence
- Well Informed Knowledge of Microsoft Office (Word, Excel, and Publisher) REQUIRED
- Excellent oral and written communication skills
- Some evening and Saturday shifts needed.
- Flexible Schedule
- Basic Clerical Duties, File Maintenance, and Organizational Tasks
- Billing and Coding experience a PLUS

Starting Pay: \$10.50 per hour

Paid Holiday

Please email a Word and PDF version of your resume to admin@hopehavenpsych.org