

OFFICEWORKS

A HEALTHCARE STAFFING ORGANIZATION

In caring about the success of others, we find our own.

Available For Immediate Placement:

Xochitl - Experienced Bilingual Managed Care Senior Consultant

- Proficient with regulatory agency web portal navigation
- Experienced with computer software: Access, Excel, Lotus Notes, Microsoft Project, Microsoft Outlook, Power Point, Publisher, Visio and Word
- Variety of different specialties including accounting (i.e. payable/receivables, payroll) and general human resources services (i.e. employment screenings)
- Great job tenure and extensive knowledge of regulatory/accrediting agencies processes

Corina H. - Professional and Focused LVN Case Manager

- Adept at working independently, maintaining department documents, case files, and correspondence, and collaboratively, with QM nurses, manager and directors
- Software knowledge includes: McKesson, Chartmaxx, Signature, Meditech, Paragon, MS Office, MCG/Milliman guidelines
- Specialties include: General Surgery, Radiology, ER, Hospital, Government Programs, Multi-Specialty Group
- Knowledgeable and great QI/QM Experience

Steven G. - Hard-Working Front/Back Office Medical Assistant for Immediate Hire

- Front Office Skills: Schedule appointments, Prior Authorization, Referrals, Surgery Scheduling Answering Multiple Phone Lines
- Back Office Skills: Vitals, Injections and Immunization, Wound Care, Blood Draws, Procedure Assist, PAP's and UA's
- Specialties include: Internal Medicine, Pain Management
- Experienced in a leadership role and strong references

**Call 877-463-3123 or visit us online at
www.OfficeWorksRx.com**

Call today and inquire about a risk free 4-hour working interview with one of our highly qualified and healthcare professionals.