**Company:** Levata Associates

**Position:** Medical Assistant

**Hiring:** 1 Full-time or 2 Part-time employees

**Pay:** Starting at $13.00 per hour

**Shift:** Day Shift

**Benefits:** Health insurance, Vision insurance

**Benefit Conditions:** Waiting period may apply, Only full-time employees eligible

**Job Description**

Levata Associates is in need of a full-time/part-time medical assistant/administrator who will assume the role of a Sleep Coordinator for a physician office. You will be making life changing health differences for patients. We will train a talented person. Our team members efficiently and accurately process various administrative duties in accordance to company and industry standards. Our ideal candidate is a self-starter, with strong customer service and organizational skills. This position includes assisting patients on the general basics of sleep disorders, computer tasks, tracking patient status, communications for referrals of patients and phone responsibilities.

**Other Responsibilities:**

* Perform required computer transactions and reports
* Score sleep screeners
* Acquire verification of benefits, calculate co-payment, and get agreement on collection of co-pays with patient.
* Communicate with doctor on positive screeners. Send patient home with Home Sleep Study Test and give directions for usage.
* Be on-call night of patient's test to answer questions.
* Get Home Sleep Study back in office next day, clean and add new supplies and batteries for next patient.
* Upload Study to portal and print out any completed studies for review by doctor.
* Successfully resolve any customer inquiries and complaints.
* If diagnosed with Sleep Apnea, consult with patient about choices for therapy and see patient through to care.
* Handle all referral activity needed to other doctors and dentists.
* Track and follow up all stages of the diagnosis and treatment activities.

**Position Qualifications:**

* 1-3 years of general work experience. Customer service or sales background preferred.
* High School diploma or equivalent. Medical training preferred.
* Great organizational, time management and customer service skills.
* Working knowledge of basic computer programs is required.
* Must have strong typing skills.
* Ability to work required hours during the week. Dependability is required.
* Must have reliable transportation.
* A non-criminal background is a must.
* Must be comfortable working independently off site.
* Good people skills are necessary.
* Ability to educate and motivate patients needing care.
* Able to overcome money objections for needed co-payments of treatment.

**COVID-19 Precautions:**

* Personal protective equipment provided and required
* Temperature screenings required
* Sanitizing, disinfecting, or cleaning procedures in place

**Please send your resume to** [**info@levataassociates.com**](mailto:info@levataassociates.com) **or call 906-242-2444 with any questions.**