### Sample of Chiropractic Health Assistant Job Posting

Our Chiropractic team is seeking a professional, pleasant, reliable Assistant with excellent multi-tasking and communication skills to fill a full time position. Responsibilities include front and back office duties such as pulling and filing charts, answering multiple phone lines, scheduling appointments and billing ex. researching claims, insurance authorizations, collections, etc. Experience with insurance and electronic health records is an asset. Benefits include paid sick days, bonuses and family discount on services.

Interested applicants should email their resume to: