

### FRONT OFFICE MEDICAL ASSISTANT

Integrative Health - Palos Verdes Peninsula. F/T Small private medical office receptionist needed. Outgoing pleasant personality. Book visits, verify insurance, and greet patients, computer skills needed. HAVE venipuncture skills as well. Medical Assistant Certification needed. Experience appreciated. But personal stability, reliability, and ethics. This practice is concierge ready. It is not a high volume, high stress, inflexible operation.

**Go to: <https://www.indeed.com/viewjob?jk=0e7aa8d19d6ad2d1>**

### PUPPY TRAINER ASSISTANT - INTERNSHIP

The Puppy Academy - Hermosa Beach. Internship. Our exclusive internship program at The Puppy Academy in Hermosa Beach is temporarily open again and we are in search of 3 dynamic, motivated individuals interested in assisting our professional puppy trainers at our facility.

**Who We Are:** The Puppy Academy is an elite drop-off training school for puppies! We focus on making puppyhood easier for owners by providing exceptional all-day training services. What

**You Can Expect:** on-the-job training experience. Work directly assisting our top trainers Learn about puppy behavior and dog psychology. Learn how to properly handle approach and interact with puppies. Work with a variety of different puppy breeds. Learn the process of highly successful puppy training. Assist our trainers with student potty breaks and any accident clean-ups. General kennel and facility cleaning duties. Assist in caring for our students and helping to ensure their well-being. Assisting our trainers in basic puppy training. Trustworthy, patient, Calm energy, eager to learn, works well in a high-paced environment. Enjoys helping others and works well with a team. Take direction extremely well. Kind, friendly, professional and courteous. If this sounds like you, and you are interested in this amazing opportunity to learn from top trainers.

**Email resume and cover letter by Sunday December 10th. Go to: <https://www.indeed.com/viewjob?jk=1d28c632ff34ff30>**

### MEDICAL BILLING SPECIALIST/COLLECTIONS

Hansei Solutions – West Los Angeles. F/T \$14/hr. Medical billing company. Assist in various aspects of the billing process. Initially bill various insurance companies on CMS 1500 claim forms (via paper and electronically). Submit medical records and respond to insurance correspondence. Resubmit corrected claims to ensure payment. Assist in routine administrative work. Gathering patient information and assisting in various investigative works. Follow up with pending claims. Enter patient demographics and other information into billing software. Communicate effectively with team members regarding billing trends and new insurances. We are seeking a candidate that wants to grow with our company. Handles multiple tasks simultaneously and works in a production environment. Communicates effectively with all levels of staff. Maintains composure while working under high pressure. Demonstrates strong interpersonal skills that foster a positive environment. Demonstrates flexibility and ability to adapt to change. Billing experience but (training will be provided). Strong data entry experience. Strong computer skills. Proficient at Microsoft Excel.

**Everyone scheduled for an interview will be asked to bring a cover letter, resume, and driver's license. Go to: <https://www.indeed.com/viewjob?jk=469ed462efc1a9d1&q>**

### HOSPICE OFFICE ASSISTANT

Executive Search Solutions - Santa Monica. <http://www.essusa.net/> F/T \$12 - \$15/hr.  
We have a new employment opportunity for an experienced Office Assistant in Santa Monica, California. This position is responsible for accurately billing for services as well as performing general office activities as assigned by the Branch Manager. The chosen Office Assistant will be proficient with most widely used computer programs.

**Email resume to Tony Perry at [TPerry@essusa.net](mailto:TPerry@essusa.net) , or fax resume to 877-685-8779**

### PERSONAL TRAINER

LA Fitness- Long Beach Downey - Long Beach. F/T, Commission You will be paid hourly, plus commissions, bonuses and receive a complimentary club membership. Looking for highly energetic individuals! We look for people who are passionate about health and fitness! Be able to do 1 on 1 personal training, and apply modifications to any exercise, will be able to help clients define fitness goals, familiar with nutrition needs, experience is helpful. We will train a person with the right attitude. Be professional, clean cut, respectful and dependable to be considered for the position.

**Go to: <https://www.indeed.com/viewjob?jk=c5db2f4878582fa9&q>**

### DENTAL ASSISTANT

Thomas An DDS Dental Care – Stanton. P/T. No dental assistant experience is okay as long you are X Ray certified. Single doctor owned and operated. Working interview.

**Go to: <https://www.indeed.com/viewjob?jk=a1e0daf035323272>**

### PATIENT ACCESS REPRESENTATIVE I/II

Norwalk Community Hospital - Norwalk. Arrange an efficient and orderly admission of all in-patients and outpatients. Ensure that accurate patient information is collected and that patients are aware of hospital policy and procedures. Meet 97% QC accuracy; Data entry. Knowledge of Managed care, Commercial, Medicare and Medi-Cal verification. Able to explain financial options to patient/family. Able to communicate effectively with patient at bedside/booth for up-front collection. Obtain insurance pre-certification and authorizations.

**Go to:**

**<https://chj.tb.taleo.net/chj05/ats/careers/v2/viewRequisition?org=PROSPECTMEDICAL&cws=38&rid=6494>**

### DENTAL ASSISTANT

Dr. Abadi – Westchester. F/T. M, T & TH: 9 – 6. F: 8 – 3. Two Saturdays a month: 8 – 3.  
Will accommodate class hours for a current SoCal ROC student. Great pay for hard workers. Paid bonuses. Front and back office skills. X-Ray license and comfortable with digital X-Rays. Trustworthy, clean and organized. Courteous and respectful. A fast learner with a great smile. Familiarity with Eaglesoft a plus.

**Send photo, resume and three personal or professional letters of reference to [RNADentistry@gmail.com](mailto:RNADentistry@gmail.com)**

### MEDICAL OFFICE AUTHORIZATIONS COORDINATOR

Ocular Prosthetics, Inc. - Los Angeles. F/T. \$20 - \$24/hr. Submit Treatment Authorization Requests to HMOs and other health plans for specialty prosthetic eye procedures. Provide follow-up on submitted authorization requests. Verify Patient Insurance Coverage. Assist with some front office duties such as answering phones and scheduling appointments.

**Go to: <https://www.indeed.com/viewjob?jk=289a90eed56f4c40>**

### BILINGUAL/PATIENT SERVICES REPRESENTATIVE

South Central Family Health Center - Los Angeles and Huntington Park locations. F/T. Help increase the efficiency of patient flow and to provide quality services. Perform patient intake, determine patient eligibility for available programs, schedule appointments, categorize appointments for the following day, call patients to reschedule appointments and follow-up with missed appointments. Maintain cash drawer and reconcile daily bills. High school diploma/GED. Excellent phone, communication and customer service skills. Must work well with constant interruptions. Familiar with MyHealth LA, CHDP, MediCal, PCMH and FamPact. Computer and EHR experience required, NextGen exp, a plus. Bi-literate English/Spanish. Team player.

**Go to: <https://www.indeed.com/viewjob?jk=05062dd3ef4c5beb>**

### ANIMAL THERAPY ASSISTANT

California Animal Rehabilitation – West Los Angeles. California Animal Rehabilitation (CARE.) F/T including weekends. We are the gold standard in pet therapy! Animal handling experience. Able to restrain large pets (and lift up to 70lbs). Excellent communication and computer skills. A positive attitude. Willing to train the right candidate.

**Submit a cover letter and resume. Go to:**

**<https://www.indeed.com/viewjob?jk=8cf6d5699f8ca63a&q>**

### FITNESS TRAINER (Part Time)

Planet Fitness - Fountain Valley. P/T Conduct and run the Planet Fitness PE@PF program, including creating and following the schedule. Consult with members regarding their fitness goals and instruct them on how to properly and safely use the equipment. Create bi-weekly updates consisting of a variety of exercises. Meet class requirements based on club size and member traffic. Assist in front desk related activities including: Answer phones in a friendly manner and assist callers with a variety of questions. Check members into the system. New member sign-up. Take prospective members on tours. Respond to member questions and concerns in a timely and professional manner and elevate to Assistant Manager or Manager as needed. A passion for fitness and health! Upbeat and positive attitude. Punctuality and reliability. Exceptional customer service skills; able to interact in a positive and professional way with members and co-workers, exceeding the member's expectations. Strong listener with the ability to empathize and problem solve. Demonstrate diplomacy in all interactions while using appropriate behavior and language. Current CPR Certification. Nationally Certified Training Certificate. High School diploma/GED equivalent. 18 or older.

**Go to: <https://pfny-pfcali.careerplug.com/jobs/82507/apps/new>**

### BILINGUAL MEDICAL ASSISTANT

Physician Practice – Westminster. F/T \$15 - \$20/hr. Language: English and Vietnamese. Escort patients to the exam room and prepare them for an exam. Take medical histories and record vital signs, explain treatment procedures to patients, and assist the physician during the examination. Back Office experience, injections, vitals, EKG, etc. Dispose of contaminated supplies, sterilize medical instruments, and arrange examining-room instruments and equipment, Computer skills in EHR system. Scan miscellaneous records into EHR and file as needed. Answers telephones, schedules appointments, and handles front-office responsibilities as needed. Notifies appropriate staff member when supplies are needed to be ordered. Prioritizes workload and completes all assignments in a timely manner. Excellent communication skills; customer focused; excellent attention to detail; able to prioritize tasks and meet deadlines; strong interpersonal skills; able to work in a team environment. Graduate of Medical Assistant Program and equivalent work experience. Medical terminology. Basic knowledge of Microsoft Office Suite, including Outlook, Word and Excel. Graduate of Medical Assistant Program. High school or equivalent.

**Go to: <https://www.indeed.com/viewjob?jk=a9531af9eba955d0&q>**

### BILINGUAL PHYSICAL THERAPY AIDE

PT STOP - Los Angeles. Contract. Bi-lingual in English and Korean. Strong candidates demonstrate qualities such as punctuality, flexibility, and a willingness to learn and grow as an individual. Executes therapeutic exercise programs with patients as directed by supervising physical therapist. Involved in upkeep and maintenance of clinic (e.g. cleaning, laundry, organizing, etc.). Ability to work effectively as a team member. Effective communication skills for accurate, concise and organized oral and written skills for report writing and presentation of information to patient and staff. Effective organizational, time management and planning skills to manage exercise programs. Patient communication both in person and over the phone.

Administrative Support (Appointment Scheduling, Verification of insurance coverage, Obtainment of treatment authorizations, Processing of referrals for patient intake). High school diploma. Proficiency with computers and relevant software applications. Knowledge of customer service principles and practices. Previous experience in customer service is a plus. Experience with Orthopedic physical therapy clinic is a plus.

**Email resume and cover letter, no phone calls or visitors. Go to:  
<https://www.indeed.com/viewjob?jk=4c4b90e9180fa854&q>**

### EMT

Garden Grove Hospital - Garden Grove. Start Time: 7:00 P.M End Time: 7:30 A.M  
Emergency Medical Technician is responsible for the assessment and basic management of medical, trauma and environmental emergencies under the supervision of the staff nurse and / or physician. Assists with patient care based on individual patient needs within the scope of practice; Assists in maintenance of a safe environment and performs under the direction and supervision of the ED Registered Nurse or Charge Nurse. High School Diploma or Equivalent. Basic EMT Training or E.R. experience. Current BLS (AHA) certificate upon hire and maintain current. Behavioral Violence Prevention (BVP) within six (6) months of hires and maintain current.

**Go to: <https://www.indeed.com/viewjob?jk=2d38ec2740a4b7ef&q>**

### P/T ANIMAL CARE ATTENDANT

VCA Antech, Inc. - Los Alamitos. P/T clean cages; feed and care for dogs and cats; walk dogs; bathe dogs; do laundry; clean and maintain hospital premises; assist doctors and technicians.

**Go to: [https://vcaantech-openhire.silkroad.com/epostings/index.cfm?fuseaction=app.dspjob&jobid=14008&company\\_id=16290](https://vcaantech-openhire.silkroad.com/epostings/index.cfm?fuseaction=app.dspjob&jobid=14008&company_id=16290)**

### BILINGUAL MEDICAL ASSISTANT

Vernon Ave Podiatry Group – Inglewood. P/T, Bilingual Spanish Work Schedule: Mon/Tues/Thurs 9am-3pm; Wed/Fri 9am-1pm, \$11 - \$13/hr. Report to clinical coordinator or practice administrator. Perform nursing procedures under supervision of physician or physician assistant. Assist physician and physician assistant in exam rooms. Escort patients to exam rooms, interviews patients, measure vital signs, including weight, blood pressure, pulse, temperature, and document all information in patient's chart. Give instructions to patients as instructed by physician or physician assistant. Ensure all related reports, labs and information is filed is available in patients' medical records prior to their appointment. Keep exam rooms stocked with adequate medical supplies, maintain instruments, and prepare sterilization as required. Take telephone messages and provide feedback and answers to patient/physician/pharmacy calls Triage and process messages from patients and front office staff to physicians and physician assistants. Maintain all logs and required checks (i.e. refrigerator temperatures, emergency medications, expired medications, oxygen, cold sterilization fluid change, etc.). All other duties as assigned by clinical coordinator or practice administrator. Knowledge of healthcare field, medical terminology and podiatric specialty. Excellent grammar, spelling, and punctuation. Knowledge of EHRs. Exceptional customer service and phone etiquette. Ability to maintain effective and organized systems to ensure timely patient flow. Ability to perform phlebotomy and administer injections. High Diploma or equivalent; some college. Medical Assistant Certification.

**Go to: <https://www.indeed.com/viewjob?jk=f530033d38f12153&q>**

### PHARMACY ASSISTANT (ocp-4923)

Kaiser Permanente - Garden Grove. Be willing to work at multiple locations. Under direct supervision and control of a licensed pharmacist, provides in-person and telephone reception, receives and directs new and refill prescriptions for further processing, produces computerized or typed prescription labels, packages and sells filled prescriptions and pharmaceutical merchandise and assists pharmacy personnel with clerical functions. Typing speed of 30 wpm or 6000 kph.

Typing score is current within one (1) year. Please contact Human Resources for testing. Excellent customer service and telephone reception skills. Excellent written and verbal English-speaking communication skills (Foreign language ability may be required at specific locations).

Ability to read, understand and transcribe pharmaceutical information. Demonstrated mathematical skills (add, subtract, multiply, divide). Pass Background Check. Requires standing for long periods of time, and communicate with co-workers and patients. Ability to lift/transport 1-50lbs.

**Go to: <https://www.kaiserpermanentejobs.org/job/-/641/6392007>**