502 Help Wanted Dental-Medical

ACTIVITIES ASSISTANT
Enthusiastic, self motivated individual needed to plan, organize & carry out activity programs on all resident units. Should have experience working with elderly. Good writing & verbal skills a must. Apply at: CARE CENTER PLAN KNAPP, 18530 W. 7 Mile, Detroit, MI. 48219.

ACTIVITY DIRECTOR
We're looking for an energetic person with previous experience in the past four years as Activity Director. Excellent communications and interpersonal skills as well as knowledge of DSMC guidelines. Interested individuals may send resume to: Human Resources Coordinator, Care Center, 34225 Grand River Avenue, Farmington, MI 48336 or contact Human Resources Department at (810) 477-7373

ASSISTANT DIRECTOR
OF NURSING
Long-Term Care facility looking for a R.N. with Medicare license. Demonstrated leadership ability and excellent organizational, communication and interpersonal skills. Excellent salary and fringe benefits. Interested individuals may contact the Greenery Extended Care Center, 34225 Grand River Avenue, Farmington, MI 48336 or contact Human Resources Department at (810) 477-7373

ATTENTION
NURSE AIDES
NURSE ASSISTANTS
Start at $6.50. 90 day rates, 6 month rates, 1 year rates.
FREE, FREE
Training for state location.
Apply in person, Mon-Fri., 10-4.
Bortz Health Care of Oakland, 1234 W. Silverbell, Orion Township.

AVAILABLE POSITION for experienced dental assistant to perform expanded duties. No Saturdays. Flexible hrs. available. 22-32 hrs. wkly. Benefits include vacation & profit sharing. Call for interview 498-7110

BIOMEDICAL

INDUSTRIAL ELECTRICIANS
(BIO-MED Equipment Techs)
The University of Michigan Medical Center
The Department of Biomedical Engineering seeks applicants for two Biomedical Equipment Technicians. Incumbent positions are responsible for inspecting, installing, and servicing a wide variety of patient equipment, including physiological monitors, electrocardiogram devices, infusion pumps, nurse call equipment and related equipment, as well as, assisting in providing training for clinical and other technical staff.
One position is for the afternoon shift (includes a shift every Saturday) and requires specific knowledge and experience with electrocardiographic equipment. Applicants should send their resume to:
Thomas J. Beald, PH.D.
Mgr. of Biomedical Engineering
THE UNIVERSITY OF MICHIGAN MEDICAL CENTER
1500 E. Medical Center Drive
Box 0002
Ann Arbor, MI., 48109-0022
A NON-DISCRIMINATORY AFFIRMATIVE ACTION EMPLOYER

BUSY OB-GYN OFFICE
In Livonia seeking medical assistants and receptionists. Would prefer at least 5 years experience.
Call Office Mgr. for Apt'l. 476-4900 or send resume to 20275 Middlebelt, Ste. 7, Livonia, MI 48152.

SMALL NURSING HOME in Plymouth looking for Certified Nurse Aides, all shifts. Sign on bonus. Please call Renee at West Trail Nursing Home. 453-3683
Or apply at: 396 W. Ann Arbor Trail, downtown Plymouth.

CERTIFIED DIETARY MANAGER
Needed immediately for small nursing home in downtown Plymouth. Call Pran for appointment. 453-3683

CERTIFIED NURSING ASSISTANTS
We're currently seeking full-time Certified Nursing Assistants for our evening and day shifts, come join our team that works together. We offer excellent benefits and a great working atmosphere. Call or apply in person to:
University Health Care Center
39550 Five Mile Rd.
Livonia, MI 48154
(313) 427-5270
EOE

CHAIR SIDE ASSISTANT
Full-time, experienced in Southfield dental practice. References required. 443-8110

CLINICAL DENTAL ASSISTANT
EXPERIENCED Part time, Mon. & Thurs. every 6 weeks. 5 Mile/Farmington Rd. area. 425-7010

CNA'S
Dearborn Heights Health Care Center is in need of CNA's and Dietary Assistants for part time employment on the afternoon and midnight shifts. All qualified parties may direct inquiries and applications to: Ms. Bi Anderson, HR Manager, Dearborn Heights Health Care Center, 26001 Ford Rd., Dearborn Heights, MI 48127
EOE

CNA'S & LPN'S
DIETARY AIDES
HOUSEKEEPERS
Good pay for good work. Many to choose from. Flexible hours. Apply Mon-Sun
Bonnie Brae Skilled Nursing Home
29894 W 8 Mile Rd. near Middlebelt, Livonia. 513-9040

CUSTOMER SUPPORT REPS
Leading Employee Benefits Insurance network specializing in the medical field seeks individuals with strong medical billing background to service our clients. Service oriented skills, personal & professional presence required. MBS knowledge a plus. Send resume to: Human Resources Rd., Southfield, MI 48034.

DATA ENTRY & Experienced People in Medical Billing & Management. Send resume to: Automatic Billing, 19844 W. Outer Dr., Rm. 100E Dearborn, MI 48124

ATTENTION
EXPERIENCED Dental Personnel
• Top Pay • Exciting Opportunities
• Temporary & Long Term
Call today, work tomorrow!
Pro Perm, E.O.E. (810) 477-5777

502 Help Wanted Dental-Medical

CERTIFIED NURSE AIDES
WITH 2 YEARS EXPERIENCE
$6.75 TO START
90 day review
•VACATION DAYS •HOLIDAYS
•SICK DAYS •LIFE INSURANCE
•HEALTH CARE PLAN AVAILABLE
All shift openings with advancement opportunities. Apply in person
Bortz Health Care
Bortz Health Care of Oakland
1234 W. Silverbell
Orion, MI

CLINICAL/MEDICAL BILLER
Our health care center is seeking to fill 2 clerical positions. We offer competitive salary and benefit package. Interested individuals may send resume to: Greenery Extended Care Center, 34225 Grand River Avenue, Farmington, MI 48336 or contact Human Resources Department at (810) 477-7373

DENTAL HYGIENIST
Looking for an exciting challenge? Interested in perio, cosmetic, ortho, TMJ. Progressive office is looking for a full time Hygienist to join our Hygiene Program. 4 days per week. Earn what you deserve, competitive and benefits. Call after 1PM. 421-3090

DENTAL HYGIENIST
Full-time, 4 days per week, no Saturdays or evenings. Periodontal office. Birmingham. Experienced only.
Call Carol 647-3848 or 540-4031

★ DENTAL HYGIENIST
★ Part time position in busy Farmington Hills office. Excellent compensation & surrounding. 553-4660

DENTAL HYGIENIST
12/EVERGREEN AREA
POSITION AVAILABLE FOR 1994.
Career opportunity for a knowledgeable, personable team player. We are looking for someone who wants patients & staff. You will have the time you need for everything you do because it is important to us that our patients feel not rushed.
Don't miss out, call Mary at:
533-4747

DENTAL OFFICE
Dearborn Downtown/
Plymouth seeks financial admin. trainee with some assisting background or part our team. Mon-Fri. Dental experience. Call: 453-1190

DENTAL OFFICE RECEPTIONIST
Great office needs energetic receptionist with good attitude. Great salary & benefits. Salary commensurate with experience & attitude.
Ask for Chris 981-3434

DENTAL OFFICE RECEPTIONIST
Great office needs energetic receptionist with good attitude. Great salary & benefits. Salary commensurate with experience & attitude.
Ask for Chris 981-3434

DENTAL ASSISTANT
For orthodontic office in Farmington Hills. Part-time. Experience preferred, call/dental desired. Willing to train. Good with people, especially children. Excellent salary. Mature person desiring long term employment in a caring, pleasant office. Should apply by calling Mon., Tues., Thurs. or Fri., 8am-4pm only.
810-858-4142

DENTAL RECEPTIONIST - Full time. Experience required in dental assistance/bookkeeping. Seeking friendly, motivated person for family practice in Berkley. 548-3320

DENTAL RECEPTIONIST needed part-time for progressive Bloomfield Hills dental practice. Must have insurance, recall & billing experience. Great opportunity for self-motivated team player. Call Diana. 383-2112

DENTAL RECEPTIONIST
Periodontal office in Troy is seeking receptionist for full time position, minimum 3 yrs. dental experience, no evenings, no weekends. Benefits available. 827-7313

DENTAL RECEPTIONIST
Looking for a person to assist with dental experience for a nice office in Dearborn Heights/Garden City area. Computer literate with good communication skills. Full time. Some evenings & Saturdays will depend on schedule, schedule appointments plus financial arrangements.
Call 421-5200

DENTAL RECEPTIONIST
Full time/Benefits. Our Clawson dental office is seeking an enthusiastic, motivated people person to join our team oriented family practice. Experience in computer, recall & insurance helpful. Call Jean at Dr. Robert K. VanDeVelde

DENTAL RECEPTIONIST
Are you looking for a position that offers you knowledge, team work, longevity & appreciation for your ability? Are you motivated & enthusiastic individual? If so we have a position for you! We are a family dentistry group practice & are looking for well experienced individual with 2-3 yrs. working in a dental office. Top salary & benefits package. 722-8133

DENTAL RECEPTIONIST - part time Tues. & Thur. Experienced with computer & insurance knowledge. Troy office 689-6183

DENTAL SPECIALTY PRACTICE/Seeks a compassionate and dependable individual for a part time position entitled PATIENT ADVOCATE. Responsibilities include: Assisting Minimal dental assisting necessary - will train. If this concept intrigues you please call Jerri: 261-7802

DIETARY AIDES
Part time positions available. Excellent wage and benefits. Apply at Greenery Extended Care Center, 34225 Grand River Avenue, Farmington, MI 48336 (810)477-7373

DIETICIAN
Registered eligible or Certified Dietician Tech to work with weight loss patients. Call 532-5338

DIRECTOR OF NURSES - Michigan's largest privately owned nursing home group is looking for a leader with geriatric background & excellent management skills for our Orion Twp. facility "Bortz Health Care of Oakland". Excellent starting salary + benefits. Mr. Brunet, 381-0600

DMA COMPANY
In Plymouth has openings in the billing department. Excellent benefits. Call Diane: 459-8116

EKG TECHNICIAN
Full time position available for experienced person. Competitive wages with complete medical benefit package. Apply at: The Nursing Home Group, 21293 Telegraph Rd., Southfield (between 9 & 10 Mile Rds.)

EXERCISE PHYSIOLOGIST
CERTIFIED FITNESS TRAINERS
Cardiac rehabilitation program seeks schedular for experienced individuals in America's top health & fitness center. Call 810-458-4153 & fax resume to: 810-661-8418

GRAND OPENING!
National company expands to Southfield, Michigan.
Immediate needs for:
RN's, LPN's, CNA's & EMA's
Top pay, vacation & health benefits. Join the company that cares about you!
HEALTH FORCE
548-1070

GROWING medical review company seeks qualified candidates for medical review/data entry. The applicant will be responsible for reviewing a variety of medical bills, entering bills into the computer, claims processing system, phone contact and total account responsibility. Knowledge of CPT-4 procedure codes, ICD-9 diagnosis code, medical terminology, and physician billing practices is a distinct plus. Excellent written and verbal communication skills are a must, as well as ability to organizer and be a team player. Send resume to: P.O. Box 787, Southfield, MI 48037-0037.

HOME HEALTH AIDES
COMPANIONS
HOMEMAKERS
LIVE-OUT
Plaid staff for private duty home care agency in Canton, Plymouth, Westland and Livingston counties. Experience required. Must be clearly in control. Must travel. Must be willing to work at least 20 hours per week. To apply, call
(313) 981-8979
UNITED HOME CARE SERVICES
2700 Canton Center Rd., #230
Canton, MI 48187

HOME HEALTH AIDES
EXPERIENCED
• Immediate Assignments •
Live-Out
OAKLAND COUNTY
Ask for Dorothy
CALL
THE MEDICAL TEAM
358-2260

502 Help Wanted Dental-Medical

FRONT DESK - Part time office help needed. Experience not required, will train. 646-3323

HOME HEALTH AIDES
Experienced. FULL & part time-all shifts. Competitive wages, bonus program. Includes paid holidays, dance, flexibility & holiday bonuses. Excellent pay. Transportation available. We take pride in hiring dedicated, caring people to provide unsurpassed care in your home.
EMPA-CARE IV 455-1061

HOME HEALTH AIDES
NURSING ASSISTANTS
Work the schedule of your choice with Visiting Care, immediate openings on all shifts in Livonia and Farmington. Work only when and where YOU want to work. Entertainment, weekend and midnight assignments, nursing students who have completed Nursing clinical rotation welcome. No minimum number of hrs or long distance travel required. Call VISITING CARE today!
344-0224 677-0020 229-0320

HYGIENIST - Part-time (Sat. ½ day and/or 1 morning per week). Great office, seeking professional hygienist. Farmington. 644-2138

HYGIENIST WANTED
Friendly office, flexible hours, negotiable pay. St. Clair Shores area
772-8667

HYGIENIST, 2 days a month & to cover for vacations & illness. Flexible schedule around your days or eves. Farmington area. 476-0383

LABORATORY TECHNICIAN
HENRY FORD HEALTH SYSTEMS
Medical Center in Waterford has a Technical opening for a Medical Laboratory Technician.
Requires college courses and one to two months experience in a hospital based laboratory. Certification by the American Society of Clinical Pathologists Registry, preferred.
Qualified candidates should send their resumes to:
HENRY FORD HEALTH SYSTEM
Employment Dept. Dept. JK-MLT
800 Fisher Building
Detroit, MI. 48202
An Affirmative Action
Equal Opportunity Employer
M/F/D/V

LEGAL ASSISTANT WANTED
EXPERIENCED preferred but willing to hire term assists individual to review, summarize and analyze medical records for our Medical Malpractice product liability, auto accident and other medical or nursing degree preferred. Excellent writing and analytical skills required. Salary negotiable. Send resume to: Hospitalization, 2920 First National Building, Detroit, MI 48226.
Equal Opportunity Employer
Minority/Females/Handicapped/Vet

LPN/RN
For pleasant Southfield pediatric office.
Call Mrs. Lester. 358-0420

RECEPTIONIST/Medical Assistant - experience preferred, full time, Mon-Weekend eve. 455-3688

BERKLEY Dr's office needs medical assistant, mature, part time. Dental helpful but not necessary. Also need receptionist, must be experienced, two work days, eves. & sat. 543-2340

MEDICAL ASSISTANT
Part-time leading to full time for Southfield Podiatrist. Experience required. Call: 354-6200
Troy area. Call Mon. & Wed. 810-625-0040 or Tues. & Thurs. 810-362-0222

MEDICAL ASSISTANT
for Podiatry office in Garden City, good hours, good pay, non-smoker. 427-0666

MEDICAL ASSISTANT
needed for busy Podiatrist office. Experience only, IV experience is a plus. Call 477-7344

MEDICAL ASSISTANT
Needed for busy Rochester Hills Internist. Billing experience a plus. Call 852-0140

MEDICAL ASSISTANT
Fast paced Livonia practice specializing in Podiatry. Full time, benefits available. Call 11-4pm 422-8040

MEDICAL ASSISTANT for podiatry office. Multiple doctor practice, approximately 30 hours per week includes every other Saturdays. Experience preferred. Call 682-6664

MEDICAL ASSISTANT - MUST be flexible. 3 evenings/week, plus 1 weekend coverage. Must do EKG's, injections, draw blood. 427-3304

MEDICAL ASSISTANT, part time Podiatrist office. Podiatric office. Medical experience needed. Grand River & Beck Rd. area. 348-4717

MEDICAL ASSISTANT
for Rochester Podiatrist, part time, flexible hours. Podiatric experience preferred but will train the right person. Medical office duties. Send resume to 971 Oakwood, Rochester, MI. 48307

MEDICAL ASSISTANT - Part/Full time. Podiatric Medical Assistant, busy Westland clinic. Must know blood draw, EKG, injections. Open 8AM-11PM, alternate shift, open Sundays.
☎ 810-425-4200
8181 Box 2948

MEDICAL ASSISTANT
Full time, busy Westland office. EKG experience necessary. 2 positions, internal medicine office. No weekends. Excellent working conditions. Send resume to: Office Manager, 30233 W. 13 Mile, Suite 100, Farmington Hills, MI 48334

MEDICAL BILLER
for medical office in Southfield, will be responsible for all phases of insurance billing & collection. Computer skills required. 569-1969

MEDICAL BILLER-Experienced for a busy Psychologist Practice. Must have WordProcessing skills with Word Perfect 5.1 or higher. Send to: F. Weiss, M.A., P.O. Box 394, Birmingham, MI. 48012

MEDICAL BILLER
Experience with computers, 16 bills & Crosks.
543-0272

MEDICAL BILLER
Immediate opening for experienced medical biller. Oakland County. Send resume to: Medical Billing, 24901 Northwestern Hwy. Ste. 444, Southfield, MI 48075. 443-5684

MEDICAL BILLER
Full time position available in Westland. Must have experience in podiatry, podiatry or orthopedics a +. Salary commensurate with experience. Benefits. Send resume to: P.O. Box 5087, Westland, MI 48185.

MEDICAL BILLERS/COLLECTORS
Growing national infusion therapy company seeks qualified candidates for medical billers & collectors to fill immediate available positions. Send resume to: Administrator, Home Care, 17197 N. Laurel Park Dr., Ste. 540, Livonia, MI 48152

MEDICAL BILLING & RECEPTION
Full time. Experienced only. Plymouth area. Call 451-0070

MEDICAL CLASS BILLER
High School, some Vocational training, 2 yrs. minimum experience. ICD-9-CM coding, MUPC coding, and party billing necessary. Small company, EOE. Send resume to: Box 308,
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

MEDICAL PERSONNEL NEEDED
• Transcriptionist
• Secretary
• Receptionist
• X Ray/Ultrasound Tech
Temporary & permanent positions available. Minimum 6 mos. experience. Call Medical Staffing: 641-7775
NATIONWIDE CAREER NETWORK
☎ 810-352-8000
8181 Box 8431

MEDICAL RECEPTIONIST
Busy Pediatric office in Troy needs mature person to answer phones & make appointments. 4 days per week. Contact Ms. Courtney, 689-1120

MEDICAL RECEPTIONIST
Full time, 1-2 years experience, including scheduling, 13 biller/collegiate area. Call Brenda, 968-6830.

MEDICAL RECEPTIONIST
for surgical office, 20-30 hours per week. Experienced required.
Call 360-0080

502 Help Wanted Dental-Medical

MEDICAL ASSISTANTS
Urgently needed in Wayne & Oakland counties to fill immediate openings in Canton, Ypsilanti, Ann Arbor & Livonia. Must be experienced in clinical functions. Hourly rate is $10.25 to $12.60 per month. Career opportunities. Call today to schedule an interview at Tempro Medical
Call Debbie 427-7300

MEDICAL BILLERS & CBR REP
for established medical equipment company. 2 years medical billing experience in Medicare, Medicaid, Blue Cross Blue Shield & other insurance plans. Medical terminology and experience preferred. Computer & systems analyst skills. Excellent salary & benefits. Send resume & salary requirements to: Dale Hess, 30400 Telegraph Rd. Ste 378, Bingham Farms, MI. 48025

MEDICAL BILLERS
New Beginning Pain Care offices for experienced Medical Billers with MBS Medic or Dynamic experience. DME/IV INFUSION BILLERS for corporate office locations with several expanding companies. Send sealed bids, resume to:
Call Diane: (810) 851-1170
Harper Associates,29870 Middlebelt
Farmington Hills, MI 48334

MEDICAL RECEPTIONISTS
For busy OB/GYN practice in Clawson. Full time, Saturday off, benefits preferred. MSB a plus. 655-5663

MEDICAL RECEPTIONIST
Dermatology office, 7 Mile & Middlebelt, Livonia. Full time, some Saturday mornings, experience helpful, references needed. Benefits available. 477-7022

MEDICAL RECEPTIONIST
Full-time for Ophthalmology Practice. Medical office experience preferred. Excellent communication skills essential.
☎ 810-435-4200
8181 Box 2813

MEDICAL RECEPTIONIST, part-time needed for a busy, attractive office in Bloomfield Hills. Experience with computers helpful, not necessary, but must be willing to learn. Varied tasks, pleasant working conditions, flexible hours. Please call for More Details.
(810) 644-7077

MEDICAL RECEPTIONIST
busy family practice. Flexible hours. Experience preferred but not required. 425-0209

MEDICAL RECEPTIONIST
Typing & phone skills a dependable. Full time for Podiatry office in Huntington Woods. 399-5905

MEDICAL RECORDS COORDINATOR
Farmington Hills Location
Immediate full time opportunity exists for a highly motivated individual with experience in medical records management, medical coding procedures, and varityous medical terminology. Excellent communication skills are required as well as knowledge of WordPerfect 5.1. Must have excellent typing skills.
Competitive fringe benefit package includes master medical, optical, dental, profit-sharing plan.
If you are interested in growing with this fast paced Medical Records Department, please send resume in confidence to:
MEDI-SPEECH SERVICE
Outpatient Rehabilitation Agency
Attention Carol Toste
735 N. Rochester Rd. Suite 404
Troy, MI 48084-4103

MEDICAL SECRETARY/BILLER
Experienced in medical billing office. Computer skills needed. Part-time. Troy area. Call Mon. & Wed. 810-625-0040 or Tues. & Thurs. 810-362-0222

MEDICAL SECRETARY
Sinai Hospital is a progressive health care institution and teaching facility with a distinguished past and is promising future. Our continued success has created an outstanding opportunity for a talented Medical Secretary.
The selected candidate will provide secretarial support for faculty physicians in Medical Administration. To qualify, you must possess an outstanding knowledge of medical terminology, word processing (Windows), and excellent organizational, typing and phone skills.
We will reward your skills and commitment with a competitive salary and an excellent benefits package for prompt consideration, please send your resume to: Employment Office - MS 300, Sinai Hospital, 6767 W. Outer Dr., Detroit, MI., 48228
An Equal Opportunity Employer

MEDICAL TRANSCRIPTIONIST
We are looking for someone who experienced person for part time. Flexible hours. Must know WordPerfect Windows, will train right person in Windows. Send resume to: P.O. Box 5087, Westland, MI 48185

Medical Transcriptionists
Oakwood Hospital, part of the 1900-bed Oakwood Health Services, is a family have outstanding opportunities for experienced Medical Transcriptionists to work days or afternoons, with every 6th weekend required. A 1 to 2 year hospital transcription experience. This is an excellent opportunity to work with beautiful new facilities, Word, WordPerfect and Productivity Plus software.
Selected candidates must have a high school diploma, minimum of one and one to two years' medical transcription experience, preferably in a large healthcare facility. Additional requirements include successful completion of a Medical Terminology course, typing speed of at least 50 wpm, good communication skills, and knowledge of PCs, Word-Perfect and Productivity Plus software.
We offer a competitive compensation and benefits package. To apply, please send resume to:
OAKWOOD HOSPITAL ATTN: MT, Human Resources, Dept. Suite 111, Dearborn, MI., 48124.

OAKWOOD HOSPITAL
A subsidiary of
Oakwood Health Services

NORTHFIELD PLACE
Immediate and full time openings
• Clinical Nurse Manager/RNS
• LPN (3-11 & 11-7 Shift)
• CNA (All Shifts)
• Cooks
Pick up application or send resume to:
NORTHFIELD PLACE
Personnel Dept. 12 Int.
3633 N. Main St.
Whitmore Lake, MI 48189
313-449-4414

NURSE/MEDICAL ASSISTANT
full time, flexible hrs. Must have current OB/GYN experience.
Birmingham 901-0338

OCCUPATIONAL & SPEECH THERAPIST - full time. Please fax resume to:
858-9637

NURSING SUPERVISOR
Large, progressive, multi-specialty group practice seeks dynamic individual to supervise nursing staff for the department of OB/GYN at multiple locations. OB/GYN nursing and supervisor of nurses experience. Very supervisory in ambulatory setting. Qualified candidates should send resume to:
Recruiter/Supervisor, OB/GYN
DMC Health Care Centers
41935 W. 12 Mile Rd.
Novi, MI. 48377
A member of The Detroit Medical Center and affiliated with Wayne State University.
An Equal Opportunity Employer

502 Help Wanted Dental-Medical

SKILLED MAKE AIDE
For Monday-Friday, 10am-1pm in Bloomfield area. Good pay, bonus incentive. Call Empa-Care IV
313-458-1061

NURSE AIDES
Full & Part time shifts.
Franklin Manor, 29800 Franklin Rd., Southfield. Ask about Guaranteed Holiday Int 10's & Telegraph.

NURSE AIDES
Immediate part time & full time positions in Rochester & Auburn Hills for 28 year old male quad. Dependability, compassion, & maintenance helpful.
Call Health Care Professionals, 557-7066

OPHTHALMOLOGIST office in Livonia needs a receptionist/bookkeeper/office person. Computer skills desirable. Call: 425-2814

OPTICAL RECEPTIONIST
Full time, for a busy optometric office on Michigan Ave. in Wayne. Experience preferred Call Cindy at:
721-6442

OPTICAL RETAIL
Full or part time experience preferred but we provide training. Must be ambitious & cheerful. Apply in person: Sterling Optical, 679 S. Hunter, Birmingham 644-4440

OPTOMETRIC Assistant or Dispensing - Growing Optometric Practice in Clawson. Full & part-time positions available. Experience preferred but willing to train. Call. 280-1990

OPTOMETRIC RECEPTIONIST/Assistant - Part time, mature, professional appearance. Will train. Top pay. Farmington. ☎ 810-433-4800
8181 Box 2982

ORAL SURGERY ASSISTANT
for busy Livonia office. Full time. Experience helpful, not required. 525-5720

Orthopedic Physical Therapy Clinic needs individuals with exercise physiology or related degree. Full time position in W Bloomfield. 855-7811

PEDIATRIC NURSES
MCH SERVICES, the leader in Pediatric Home Health Care, has immediate openings:
All Shifts & Locations
Full Time Or Part Time
Minimum Starting Salary:
LPN $29,000
RN $35,000
CALL MCH SERVICES
1-800-258-0710

PEDIATRIC
RN's and LPN's
NEEDED STAT!!
APRIL HIRING BONUS!! Openings on all shifts for local home care departments in Plymouth, Westland, Livonia, Belleville, Ypsilanti, Ann Arbor, Redford, Brighton/Howell and MORE! High demand for evenings and midnights. High tech skills (vent, trach, Gtube) a plus. Set your own schedule, choose your own cases. Work when and where YOU want to work. Adult and other specialty assignments also available. Call VISITING CARE today!
344-0224 677-0020 229-0320

PHYSICAL THERAPY AIDE
Part-time. Redford clinic. Excellent salary & working conditions.
Call Todd 313-532-4200

PHYSICAL THERAPISTS
P.T. ASSISTANTS
P.T. TECHNICIANS
We are seeking dynamic individuals to work at our new industrial rehabilitation clinics in the Ravenswitle & Wixom areas.
WE OFFER:
• Competitive Salary
• Excellent Benefit Package
• Profit Sharing, 401K, Bonus
If interested, please call or send resume to:
Winton, Boutine & Associates
900 Auburn Avenue
Pontiac, MI 48342
(810)333-3335
1-800-879-5639

QUALITY ASSURANCE/
UTILIZATION REVIEW/
COORDINATORS
The Detroit Medical Center has immediate opening for QA/UR Coordinator. This position is located at the Health Care Centers in Novi.
Primary responsibilities include concurrent review and case management for large HMO assigned population.
Qualifications include RN with Michigan licensure, 1-2 years UR experience, strong and computer literacy.
We offer competitive salary and comprehensive benefits package. Qualified candidates should submit resume to:
Recruiter/Utilization Review
DMC Health Care Centers
41935 W. 12 Mile Rd.
Novi, MI., 48377
A member of The Detroit Medical Center and affiliated with Wayne State University.
An Equal Opportunity Employer

RADIOLOGY TECHNOLOGISTS
Board Medical Group, a division of Health Alliance Plan, has immediate full time openings for Radiology Technologists/Mammographers at our Detroit medical centers. The chosen candidates will have two years experience as a Radiology Technologist and PART registerable. We offer a competitive starting salary and an excellent benefit package. Interested applicants please send resume to the Human Resources Department at:
METRO MEDICAL GROUP
1800 LIDDO
DETROIT, MI. 48206
An Equal Opportunity Employer

RECEPTIONIST/SECRETARY
for doctors' office in Westland. Would prefer experience, but will train right person. Mon. 24 to 28 hrs. weekly. Typing, filing, being responsible. Please send resume to:
Lula C. Ruiz, MD, 33340 Nankin Blvd., Ste. 402, Westland, MI 48185.

RECEPTIONIST/BILLER
Livonia & Farmington Hills locations. 24-30 hours per week. MBS experience preferred. 851-8637

RECEPTIONIST - Part time 16 hours a week. Solo practice. Competitive pay. Prestigious location. Medical front desk experience necessary. Call Dr. Lee Hutchinson 661-0652

RECEPTIONIST - Energetic, efficient people person wanted for optometric office. Pleasant service, telephone, clerical responsibilities & optometric experience in professional office a plus. Full time, private office, downtown Farmington.
477-1988

RECEPTIONIST/BILLER - full time for family practice center in Novi. Applicants required to do billing, filing, appointment scheduling, a variety of front desk tasks w/good phone skills. Must be self-motivated & experienced. Send resume to: Huron Valley Family Practice Center, 43611 Pontiac Tr., Novi, MI. 48377-1294. Attn: Nancy

QUALITY Assurance Nurse - RN with minimum 2 yrs. certified home health experience. Must have MBS/MM knowledge & other 3rd party payers, utilization review with good documentation skills. Full time with complete benefits. Call Human Resources Dept. Home Care, 810-998-8300
Affiliated/Detroit Medical Center

RN - Challenging position in home health care. Full time, flex hours, competitive package. Minimum 3 years exp.
☎ 810-433-4800
8181 Box 2948

RN/LPN's
University Health Care Center, a leading provider of long-term and subacute care, has contingent part time positions available for all shifts. We are looking for caring and compassionate professionals. Please call or apply in person to:
Betsy Bradnik, DON
University
Health Care Center
39550 Five Mile Rd.
Livonia, MI 48154
(313) 427-5270
EOE

502 Help Wanted Dental-Medical

RECEPTIONIST wanted for a doctors office. Experience preferred. Clawson area.
Call Cindy 588-0400

REHABILITATION IN-HOME CARE-GIVER - Full & part-time positions in Rochester Hills area. Experience required in working with people who are disabled. Call between 9-5 pm, Mon-Fri. Ask for Jeanette at Southfield Medical Rehabilitation, 29240 Bushey Drive, Suite 2, Livonia, MI. 48154.

RN - established rehabilitation center seeks RN with 2 years of MS experience. Position requires a self motivated individual with proven rehab or home health care experience preferred. Pay is commensurate with experience. Call Kent for the ground floor opportunity.
☎ 810-435-4800
8181 Box 2723

RN'S/LPN'S
Apply in person:
Bonnie Brae Nursing Home
15475 Middlebelt
Livonia, MI 48154
427-8175

THERAPIST, SEASONED ONLY - Orthopedic, children/family. CSW or SW. Full time. Call 380 Wing St., Plymouth MI 48170

ULTRA SOUND TECH
Non smoking Farmington Hills OB/GYN office seeks qualified person. Full & part time. Benefits. 737-4406

UTILIZATION REVIEW NURSE with knowledge of workers compensation for national workers compensation company. Bill processing knowledge helpful. Good organizational skills a must. Please send resume to: P.O. Box 1472, Ann Arbor, MI 48106.

504 Help Wanted Office-Clerical

ACCOUNT ADMINISTRATOR
Investment management firm is accepting applications for the position of Account Administrator. The position will offer secretarial support to the Account Manager. The candidate must have a bookkeeper or securities background, excellent word processing skills, and knowledge of Lotus. For this detail oriented position please submit a resume to: Personnel Dept. P.O. Box 3043, Birmingham, MI 48012-2043

ACCOUNTING ASSISTANT form insurance agency. Duties include accounts receivable, cash receipts and other clerical functions. Typing data & office experience required. Background in insurance accounting is preferred. Southfield location.
Call: 355-4400

ACCOUNTING ASSISTANT - Real estate management firm in West Bloomfield seeks amicable, detail oriented individual. Accounts receivable & cash application experience. Resume & salary to:
P.O. Box 250126
West Bloomfield, MI 48325-0126

ACCOUNTING CLERK - Person must be good with numbers, have a clerical background and bookkeeping experience. Non smoking office. Send resume & salary history to:
Accounting Clerk
P.O. Box 2000
Southfield, MI 48034

ACCOUNTING CLERK
Well organized individual needed for full time Entry level position. Basic accounting and computer skills required. Liberal arts degree or experience helpful. Send resume to: Sandra Steele, HR Manager, Inc., 44001 Van Born Rd., Belleville, MI., 48111.

ACCOUNTING CLERK,
Full time, entry level accounts position available. Accounting experience helpful. Good organizational skills, must enjoy detail oriented work. Computer knowledge a plus. Duties will focus on receiving and reconciling discrepancies of company & employee accounts for health/benefits package. Please send resume (include salary requirements) or apply, between 8:30am-12:30pm, Mon-Fri.
MELODY FARMS
31111 Plymouth Road
Livonia, MI 48150
An Equal Opportunity Employer

ACCOUNTING CLERK - For central office of non-profit senior housing complex. Accounting or payroll experience and skill required. 16 hours. Ideal for retiree.
☎ 810-433-4800
8181 Box 2038

ACCOUNTING CLERK
Must have experience rating & billing invoices on the computer. Light typing required. Must be hard working in a 5 person billing dept. Call for appt. after 8:30am.
477-4200
Corrigan Moving Systems, 23829 Industrial Park Drive, Farmington Hills, 10 Mile/Haggerty area

ACCOUNTING POSITION
Payroll Clerk Needed
Full time position with busy Livonia accounting office. Some experience helpful. 10 yr. plus company.
CORPORATE PERSONNEL SERVICES
953-4190
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ACCOUNTING
Unemployed: Here's a solution
Temp positions often lead to permanent jobs at all levels. Work while you network. Utilize our temporary care expert search for you. Our clients are currently seeking:
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We offer top pay, Holiday, vacation pay and benefits.
(313) 513-7800
Accountants Connection

SALES ASSISTANT
The Sales Department of our healthcare computer services company has an immediate opening for a full-time Sales Assistant with advanced wordprocessing skills to prepare quotes, contracts and proposals, coordinate meetings and travel arrangements, and provide secretarial support for sales staff. Candidates must have two or more years clerical experience, preferably in a fast-paced sales environment, excellent wordprocessing, organizational and interpersonal skills, and the flexibility to respond to quickly changing work demands. Work hours are 9:30 am to 6:00 pm. We are a rapidly growing company, offering comprehensive benefits and a team-oriented atmosphere. Please send resume to: CSC Healthcare Systems, 34505 W. 12 Mile Rd., Suite 300, Farmington Hills, MI 48331.
Smoke-free environment
Equal Opportunity Employer M/F/D/V

The Need For
Speed!
Olsten Staffing Services is having a typing contest and YOU are the lucky contestant.
Come to any Olsten office April 18-22 to test your speed and accuracy.
Award ceremony for all Keyboard Allstars will be held at the Southfield Marriott preceeding the contest.
Don't miss this opportunity to be recognized and win GREAT PRIZES!
Call the nearest Olsten office for details.
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Detroit 962-9650 Auburn Hills 373-8118

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...ing opening for the ideal candidate who ...the following:
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...ity to read and interpret dental radiographs
...ent skills
...ent interpersonal communication skills
...ity to individual who likes to analyze data:
...ility to audit quality control standards and ...ures, please send your salary require-...ts in confidence to:
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