502 Help Wanted-Office Clerical

WHAT ARE YOU LEARNING ON YOUR JOB?
Call an based with Michigan's largest temporary help firm and learn how to develop skills that will help you in finding the right job. Gain experience in a variety of settings on our nationwide clientele. Starting assignments will include data entry, word processing, and clerical. No experience? Those OK. If you are a college student looking for work, we'd like to talk with you. Excellent benefits package including paid holidays & profit sharing, etc. Part-time, full-time, temporary, or temporary-to-perm positions are available. Call or stop in today with:
Westland: 401 Wayne, 8300 Wayne Rd. & 2000 Merriman Rd. Jackson: 2775 Page Rd. across from 12 Oaks Mall

WORD PROCESSOR - NIGHTS
Prestigious Troy law firm seeks a part time person with experience in word processing. Hours are 5:30 - 9pm. Approximately 4 hours per evening, including a Saturday every other month. Training hours every 6 to 8 weeks. Excellent salary & benefits package and date to work negotiable. Please send resume with salary requirements to WP PO Box 43134 Detroit, MI 48243

WORD PROCESSOR
TRANSCRIPTION and general word processing. Must have excellent typing and grammar skills, well organized, detail oriented. Must be experienced in Word. Send resume to Human Resources, PO Box 530304 Livonia, MI 48153-0304
An Equal Opportunity Employer

504 Help Wanted-Dental

DENTAL ASSISTANT
Full time in Farmington Hills dental office. Experience necessary. Excellent salary and benefits. Call 810-478-1650

A-1 RECEPTIONIST needed full time for Oak Park dentist. Must be able to multitask, friendly and a team player. Call Marilyn at Sachse & Warren. Call Marilyn at Sachse 313-422-2181

BUSY FARMINGTON HILLS office is looking for motivated, energetic Dental Assistant. If you would like to have a rewarding career in a friendly atmosphere, benefits available. Call Laura 810-478-8330

DENTAL ASSISTANT
Full time position available in our modern, energetic Rochester Hills family dental practice. Must have current dental assisting experience. Top pay and benefits commensurate with ability. Call Marilyn at Rochester Family Dental 810-852-3130

DENTAL HYGIENIST
Full time for Dearborn Home Especialized in Perio or soft tissue management. Call Please call 313-291-9696

DENTAL HYGIENIST - Experienced, dependable, professional with good clinical skills. Full time & part time. 3 days, 5 possible. No Sat. To join our friendly, caring family practice. Wage & benefits commensurate with ability. 313-459-3334

DENTAL HYGIENIST
Full time Annual salary can be over $50,000 + benefits. Or hourly + Annual. Call Debbie 313-459-6333

DENTAL HYGIENIST
Part time Thursday & Friday. West Bloomfield. Possible full time in future. (810) 626-3721

DENTAL BILLER
Southfield. Part time flexible hours. Every Other Sat. Great place to work. Call between 9-3pm only. noon. (810) 646-2273

DENTAL OFFICE MANAGER
Full time. Great salary, excellent benefits. Must have computer skills. Downtown Heights. (313) 274-6668

DENTAL OFFICE - mature, experienced dental person needed for busy southfield practice. Call Terri (810) 353-2600

DENTAL RECEPTIONIST
Busy Livonia office. Must have experience. Part time position, no evenings. Excellent salary & benefits. Call Livonia Office 313-464-5400

DENTAL ASSISTANT, 12 Evenings. Full time position. Must have X-ray certification required. Sonia Dental Office. Call 810-353-4747

DENTAL ASSISTANT - Part time. Chemical dependency treatment center. X-Ray experience. Great benefits. Farmington Hills. 810-553-8466

DENTAL ASSISTANT
A great opportunity for a cheerful, multiskilled Dental Assistant to promote quality service to our patients. This position requires dental experience and a pleasant manner. One evening & every other Saturday in rotation. Call 810-661-9230

DENTAL ASSISTANT
Part time 1 day from 8 a.m. for Livonia general practice (experience preferred) 313-427-2967

DENTAL ASSISTANT
Part time, Downtown Heights area. Some experience preferred. 313-277-3068

DENTAL ASSISTANT
No experience needed, but willing needs to learn. Full time. Excellent benefits for the right person. 810-564-5311

DENTAL ASSISTANT
Chesterfield needs to join our excellence oriented team. Quality person with good clinical skills and a pleasant family practice. 810-642-4737

DENTAL ASSISTANT
Full time position in general practice in Birmingham. Must be a team player, dependable, and have good clinical skills. Salary commensurate with ability. Call 313-647-3955

DENTAL ASSISTANT
Friendly & quality oriented Downtown Heights dental office seeks a dedicated assistant to increase its full time staff. Must have 2 years experience and be knowledgeable in chairside assisting and be a dependable, cheerful team player. Call Janet 313-277-0513

DENTAL ASSISTANT-PART TIME
Experience required. Send or drop resume to 1 E. Maple, Suite 200, 38180 Five Mile, Livonia, MI 48154

DENTAL ASSISTANT - Three or more years of chairside assisting. Want to expand your base of experience in general dentistry. Have full time position offering excellent benefits including paid holidays, continuing uniform allowance, medical & dental coverage. NO Saturday hours at this location & NO evenings or weekends. Call 313-453-0440

DENTAL ASSISTANT
RECEPTIONIST. Labor intensive position available in modern, family practice. Flexible hours, good salary & benefits. Excellent career & benefits. Call 979-2120. EOE

DENTAL ASSISTANT. Experienced in Rochester Hills dental practice. Full time. Call 810-651-1613 Ask for Ann. 810-651-1632

DENTAL ASSISTANT
Full time. Experienced. General & Ortho. No Saturdays. Excellent benefits. Bloomfield. 810-642-8430

DENTAL ASSISTANT
Newly oriented dental practice in Troy is seeking a full or part time dental assistant. Experience preferred. (810) 680-2775

DENTAL ASSISTANT
PART TIME for quality minded General Dentistry. Flexible hours, no Saturdays, no nights and weekends. 20 hours per week. Some experience preferred. (810) 254-9455

DENTAL ASSISTANT (part time 2-3 days per week. Experience preferred. Specialty practice. Big smile-friendly atmosphere. Excellent opportunity. 810-647-7730

DENTAL ASSISTANT-CDA/RDA
Experienced. Downtown Ann Arbor office. Full time position available immediately. (313) 677-8720

DENTAL ASSISTANT
experienced. Come join our friendly practice. Mon., Wed. no weekends. Promised to earn up to $15-$17/hr. Call right person. (810) 477-7230

DENTAL ASSISTANT needed full time for our beautiful & progressive Troy & Bloomfield family practice. If you are experienced, energetic & want to be a part of a different dental care please call 810-334-6364

DENTAL ASSISTANT
Full time position available in our modern, energetic Rochester Hills family dental practice. Must have current dental assisting experience. Top pay and benefits commensurate with ability. Call Marilyn at Rochester Family Dental 810-852-3130

DENTAL ASSISTANT
Full time for Orthodontic office. Experienced in Perio or soft tissue management preferred. Please call 313-291-9696

DENTAL ASSISTANT - Experienced, dependable, professional with good clinical skills. Full time & part time. 3 days, 5 possible. No Sat. To join our friendly, caring family practice. Wage & benefits commensurate with ability. 313-459-3334

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504 Help Wanted-Dental

HYGIENIST GOOD technical skills needed, for progressive and friendly office. Hours flexible (810) 887-5292

MEDICAL RECEPTIONIST - non smoker. At least 5 yrs. medical office experience. Must be organized. Full time hours. Please mail resume with salary requirements to: 30630 Telegraph Rd. Suite 324, Bingham Farms, MI 48025

Or fax 810-540-4037

OFFICE SURGERY receptionist for North Suburban. Full time with benefits. Medical or dental experience preferred. Fax resume to: 810-547-6836

DENTAL ASSISTANT
Pleasant Bloomfield Hills state required, full time position. Excellent benefits. Please fax resume to 810-646-8748

ORTHODONTIC ASSISTANT
needed for the office of Dr. Scott Tyler. Must be a team player with orthodontic experience. Excellent benefits. Please call Emily at 810-652-6121

ORTHODONTIC ASSISTANT
Bloomfield Hills office seeking experienced, personable full time assistant to assist our progressive practice. Salary. Call 810-647-0066

RECEPTIONIST - Experienced for computerized holistic dental office. 30 hours a week. Knowledge of Dentrix and insurance a plus. Call 8:30-3PM. Mon., Tues., Thurs. 8:30-3. Fri. (810) 642-5441

RECEPTIONIST EXPERIENCED for fast growing Royal Oak Dental Office (810) 280-2060

RECEPTIONIST
in holistic dental office. Dental & medical insurance knowledge preferred. 810-642-5441

An EOE AA Employer

COM - PART-TIME
Now interviewing for a part time COM for clinical assessment of MDS and of care planning process. Send resume or fax to Director
Hope Nursing Care Center
38410 Ann Arbor Trail
Westland

CHIROPRACTIC RECEPTIONIST
For busy Farmington Hills office. Front Desk, Insurance Skills, Records, Insurance. Positive Attitude. Self Motivated Energetic Individual. Part Time/Long Term. 810-932-0200

CLERK TYPIST - part time afternoons 12:30-5:30 pm. Excellent grammar skills, knowledge of Wordperfect with Windows. Fax resume or phone in a must. 313-993-2933

CLINICAL NURSE SUPERVISOR
Gardner Hills, Inc., a leader in long term care for the Ann Arbor community is looking for a Clinical Nurse Supervisor to manage a 44 bed unit in our locked nursing center. Must have current license as a RN and have 3 years nursing experience. Knowledge of MDS and strong home care skills. Good communication, organizing & team building skills are necessary for this position. RETENTION BONUS. Please send resume to Gardner Hills, Attn. Human Resources Director, or apply in person at the Nursing Center recreation desk.

GLACIER HILLS
120 Huron Road
Ann Arbor, Michigan

CNA'S
Afternoon and Midnights
Apply in person at
West Trail Nursing Home
36 W. Ann Arbor Trail
Plymouth (313) 453-3463

CNA's/Home Health Aides
Need to be licensed in Lapeer County. Call for information and application.
Ocean Knolls/Quality Care
EOE M/F/D/V

COOK & NURSE AIDES, experienced for adult care home. 2 days & part time. All shifts. Top wages & benefits. Call Linda. Days (313) 357-5109. Eves (810) 347-4555

CPR INSTRUCTOR
Part time to teach at corporate headquarters. $25 per hour. $20 per hour Local travel. Fax resume to Cardiac Care Oregon (810) 968-5604

CUSTOMER SERVICE REPRESENTATIVE
for growing out-patient clinic in Walled Lake/Novi area. Must be organized, motivated, coordinate psychiatric referrals and facilitate patient flow. Sign-on bonus. BABSW preferred. Send resume to Oakland Family Services 31415 Middlebelt Road, O-409, Walled Lake, MI 48390-3601 Attention: J. Gurney

DIETETIC TECHNICIAN
DTR OR 1 year Food & Nutrition Degree. Part time. Approximately 20 hours per week. Excellent benefits package. A career advancement opportunity. Apply in person or send resume to: 8435 Main St. Whitmore Lake or fax resume to: 313-449-5005

BORTZ HEALTH CARE ON GREEN LAKE
Earn while you learn. $6.25 per hour NURSE AIDE training program is required by the State of Michigan for certification.
START YOUR NURSING CAREER WITH US!
CLASS STARTS NOV. 16TH
Call Mon.-Fri., 9am to 5pm
810-363-4121
Equal Opportunity Employer

BOOKKEEPER/MEDICAL BILLER - Walk-in for family practice with Medicare & Medicaid billing, experienced applicants preferred, computer skills, Excellent wage & benefits package. A career advancement opportunity. Apply in person or send resume: 8435 Main St. Whitmore Lake or fax resume to: 313-449-5005

BORTZ HEALTH CARE ON GREEN LAKE
Earn while you learn. $6.25 per hour NURSE AIDE training program is required by the State of Michigan for certification.
START YOUR NURSING CAREER WITH US!
CLASS STARTS NOV. 16TH
Call Mon.-Fri., 9am to 5pm
810-363-4121
Equal Opportunity Employer

EXPERIENCED DENTAL Assistants needed! Over 100 openings for experienced and inexperienced assistants are available in the Metro Detroit area. Call Career Dental Care 313-477-8777. Please send resume to: Career Dental Care, Dearborn, 22 Mercury Dr. 17-19th, EOE. No Fees

506 Help Wanted-Medical

ARE YOU looking for a professional office position where your contribution will make a difference? We are looking for a mature individual with a warm but caring personality to work in our busy pediatric office. Medical or clinical practice. Please call Liz 313-459-5454

ASAP MEDICAL ASSISTANT
Individual work area
Busy podiatry office searching for patient oriented person who is interested by the potential of expanded duties. Good benefits package. Salary whose hour depending on experience. Call 313-479-1024

ASSISTANT MEDICAL
for Dermatology Office in Bloomfield Hills. Mon., Wed., Fri. Every other Sat. (810) 540-8100

ATTENTION CNA'S
With 2 years nursing home experience. Full time, Excellent benefit package available. Apply in person
BORTZ HEALTH CARE ON GREEN LAKE
6470 Aiden Dr.
Orchard Lake
810-363-5657

Biller
Medical Biller needed for busy cardiology practice. Preferred candidates shall have strong interpersonal skills and have worked in an Internal medic. Cardiology or Surgical practice. Competitive salary and benefits. Respond to: Cardiovascular Medical Associates, 29300 Grand River, Suite 300, W. Farmington Hills, MI 48336. Ask Jennifer

Billers/Receptionists
If you are a Medical Receptionist seeking a great new setting or if you have billing experience in a Group Practice, Internal Medicine or Podiatrist, we have many exciting career opportunities available at Trinity Health Care & Farmington Hills. Call Michelle 810-932-1170
Health Associates, 28210 Middlebelt, Farmington Hills, MI 48334

BILLER WANTED
Full time, Flexible time. Full time experience necessary. Contact Casey to schedule an interview at (810) 543-8840

BILLING SUPERVISOR
medical health care organization seeks Vacancy in Northern Oakland county seeking strong supervisor responsible for all aspects of accounts receivable management organized with strong medicare background. Full benefits package. Salary based. Fax your resume to the attention of Andy. 810-443-5104

BOOKKEEPER/MEDICAL BILLER - Walk-in for family practice with Medicare & Medicaid billing, experienced applicants preferred, computer skills. Excellent wage & benefits package. A career advancement opportunity. Apply in person or send resume: 8435 Main St. Whitmore Lake or fax resume to: 313-449-5005

BORTZ HEALTH CARE ON GREEN LAKE
Earn while you learn. $6.25 per hour NURSE AIDE training program is required by the State of Michigan for certification.
START YOUR NURSING CAREER WITH US!
CLASS STARTS NOV. 16TH
Call Mon.-Fri., 9am to 5pm
810-363-4121
Equal Opportunity Employer

Evoked Potential Tech
Position available for a registered tech in EMG, BAER, EEG, & Evoked Potential. Non-smoking office. Perfect for a mother. Fax resume to: 810-540-0807

FAMILY PRACTICE
FARMINGTON HILLS, part time, certified medical assistant. Adult patients, experience in Venipuncture, X-Ray & EKG. Mon.-Fri., 8:30-5:30 & 2-7 PM. Salary negotiable. Send resume to
Box 41879
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150 Box 41879

HHA's/CNA's
NURSING STUDENTS
Are you looking for a rewarding job with a flexible schedule? Are Huron Valley Visiting Nurses an employer of choice? Are we the Medical Center with immediate openings for full or part time positions in all Counties? A variety of local home care assignments allow you to choose a schedule that meets a difference in the lives of people. Call Tara today for more information.
810-344-0224 or 1-800-683-0023

LPN
CHARGE NURSE
Excellent benefits & salary.
Marshwood NURSING CARE CENTER
20975 W. 8 Mile, Livonia
313-464-0020

506 Help Wanted-Medical

Home Health Aides
Certified Home Health Aides
Nursing Assistants
Homemakers
Live-ins
For private duty home health care. Must be experienced, dependable, and have reliable transportation. We offer:
• Flexible schedule
• Pay based on experience
• Shift differential
• Mileage reimbursement
• Paid holidays
• Generous package for full time
If you're interested in joining a family growth agency, please call or apply to
United Home Care Services
15712 Farmington Rd. (Levan)
(Two blocks N. of 8 Mile)
(313) 422-8250

HOSPITAL LIAISON
MASTERS Degree in a human service field and State of Michigan Certification, current Driver's License and one year experience in human services related field required.
• 25 Vacation Days
• Full Benefits
• Monday - Friday, 8:30 - 5pm
• 401 K
Plus many other liberal benefits.
Please call (313) 961-3796. Or send Resume to
NEW CENTER COMMUNITY MENTAL HEALTH SERVICES
Human Resources Manager
2051 W. Grand Blvd
Detroit, MI 48208

LPN
FULL AND PART TIME
MIDNIGHTS
NIGHTINGALE WEST NURSING
8365 Newburgh, Westland
near Joy Rd.
An Equal Opportunity Employer

MA
Must be trained and/or experienced in venipuncture. Fax resume to Human Resources Manager at 313-993-2933

MARKETING REP - Flexible, self-motivated sales professional sought for growing home health care agency. Excellent communication skills, proven sales record, computer literate, and a positive attitude required. Competitive salary and commission. Send resume and cover letter to Human Resources, 7475 Middlebelt W. Bloomfield, MI 48322 or fax: (810) 855-0607

MEDICAL ASSISTANT
for pediatric office in Southfield. Experience. Full or part time. Call (810) 788-1200

MEDICAL ASSISTANT
full or part time position available for busy internal medicine practice in Walled Lake area. Experience necessary. Contact Kim 2 810-624-1326

MEDICAL ASSISTANT
Full & part time Medical Assistant for the right candidate. Must have 4 yrs experience with good clinical skills. All replies confidential. Please fax resume to: MEDICAL ADMINISTRATOR, 5050 Schaefer, Dearborn, MI 48126

MEDICAL ASSISTANTS - we are accepting applications for full & part time positions. Experience must have Blue Cross, Blue Shield, OB/GYN or internal medicine experience a plus. Competitive salary and benefits package. Please call Melanie today at Tempro Medical to schedule an interview for placements. 810-557-0000

MEDICAL ASSISTANT I.M.
needed to work with children & young adults with developmental disabilities. Fax: Ms. Zoman, Call 313-453-1330

MEDICAL ASSISTANT
Full time. Experience preferred. Suzanne 810-548-8117

MEDICAL ASSISTANT - experience in pediatrics, Farmington Hills, wages negotiable. Call Barbara between 2-5pm at 810-549-8011

MEDICAL ASSISTANT
Experienced with managerial experience, dependable, but not necessary. Full time. 810-546-9100

MEDICAL ASSISTANT
Part time. Experienced for busy cardiology office Farmington Hills. Contact Denise 810-932-3700

MEDICAL ASSISTANT
Part time. Experienced for busy cardiology office in excellent medical/surg. office Farmington Hills. Contact Denise 810-932-3700

MEDICAL ASSISTANT
For busy Southfield Office. Must have medical terminology, experience with Sigmond and Colon scoping procedures. Some phlebotomy experience helpful but not necessary. Call 810-358-0011

MEDICAL ASSISTANTS
Full time, Farmington Hills area office in Internal Medicine. Phlebotomy required. Excellent salary & benefits. Call 810-658-5840

MEDICAL ASSISTANTS
Full time. Internal medicine office in W. Bloomfield. Phlebotomy required. Excellent salary & benefits. Call 810-658-5840

MEDICAL BILLER
EXPERIENCED, part time, for busy cardiology office in Farmington area. Call Denise. 810-932-3700

MEDICAL BILLER
Experienced only. Full-time. Farmington Hills. Fax resume Farmington Hills. Helen 810-932-3500

MEDICAL BILLER
Experienced only. Part time. 810-546-9100

MEDICAL BILLER
for busy doctors office in Ferndale. Experienced only. Full time with benefits. (810) 548-6400

MEDICAL BILLER - Immediate opening for a medical biller with experience in Internal Medicine. Oakland County (or greater area) preferred. Competitive salary. Call Beth at Tempro Medical. Excellent benefits package. 810-557-0000

MEDICAL INSURANCE Biller
Full or part-time. Birmingham area. Call for interview Mon-Fri. 9am-2pm. 810-646-1796

MEDICAL OFFICE - Biller, Receptionist, General Experienced only. Southfield, MI area. Southfield area. 810-559-4448

MEDICAL OFFICE MANAGER
Experienced to handle patient accounts, filing, phones, Mon. thru Fri. Call Ann-Marie Coordinator Employment 810-644-0600

MEDICAL RECEPTIONIST
Full time. Internal medicine office in W. Bloomfield. Phlebotomy required. Excellent salary & benefits. Call 810-658-5840

MEDICAL RECEPTIONIST
Full time. Internal medicine office in W. Bloomfield. Phlebotomy required. Excellent salary & benefits. Call 810-658-5840

MEDICAL RECEPTIONIST
Part time. Insurance billing & computer experience. Mon., Wed., Fri. Sherwood, Sat. Call. Send resume to Human Resources Manager, Suite B1018, Ann Arbor, MI. 48108.

MEDICAL RECEPTIONIST. No experience needed. Train for busy internist & should offer. Send resume to 888 Woodward Ave. Suite 300, Pontiac, MI 48341. Fax 810-332-5463 or call Michele (810) 334-8490

MEDICAL RECEPTIONIST
needed for busy Ann Arbor cardiology practice. Full time position with benefits. Open to pleasant person with experience in ophthalmic billing, patient scheduling, computer skills and medical terms. Send resume to 195 West Brown, Birmingham, MI. 48009

MEDICAL RECEPTIONIST
Part time medical/surgical office. Experience helpful. Farmington. Days 313-267-8400 Eves 810-562-1118

MEDICAL RECEPTIONIST
Part time for busy family office. Mon-Fri., afternoon and Sat. Morning. (313) 728-4300

MEDICAL RECEPTIONIST
Full time for busy practice. Resume to FEC Manager, 29275 Northwestern Suite 100, Southfield, MI 48034. Or Fax to (810) 353-7643

MEDICAL RECEPTIONIST
Experienced in scheduling and telephone office. Southfield. Call (10-4) (810) 354-5343

MEDICAL RECEPTIONIST - full time for busy internal office in Southfield. Must have medical terminology, high volume. Lots of patient contact. Computer skills a plus. Full time position with benefits open immediately to an upbeat team player. Send resume to 195 West Brown, Birmingham, MI 48009

MEDICAL RECEPTIONIST
Unexceptional opportunity for those have outstanding people skills, yet be organized to handle physician lines and patient scheduling. W. Bloomfield area. Send resume and salary requirements for the right applicant. Send resume to Box 41992
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

MEDICAL RECORDS CLERK
Part time. Dependable person with good organizational skills. Flexible hours. Fax more information. Please forward resume to:
Medical Administrator
5050 Schaefer, 313-336-8126

MEDICAL SECRETARY - 4 days per week. Duties include scheduling appointments, light typing, insurance processing, patients. (810) 855-8440

MEDICAL SECRETARY for OB/GYN office in Southfield. Must be experienced in computer billing & transcription. 810-353-8810

MEDICAL SECRETARY
FULL-TIME. Medical transcription, and scheduling. Salary commensurate with experience. Benefits. Call Sam-5pm, ask for Cathy (810) 335-6129

medical

STATPROBE
Means Results for Leading Pharmaceutical Companies

STATPROBE, Inc., an Ann Arbor, based contract sales organization is working with leaders in the pharmaceutical industry. We have following opportunities available for technical professionals in our Ann Arbor, MI facility

Clinical Research Associates
You will monitor clinical studies for drugs and medical devices in various therapeutic areas. Responsibilities include site identification, initiation and monitoring of study sites, maintenance of study documentation, and quality assurance audits. Degree required and average 3 days per month of travel. Prior experience in sciences, or RN equivalent is essential. A minimum of 3 years clinical research experience and personal computer skills are preferred. (Code 3651)

Data Analysts
You will be responsible for leading data management aspects of clinical studies including development of case report forms, database published and data inconsistencies and assigning responsibility for maintaining RAS databases. A BS degree in scientific or social science required, with an MS in biostatistics or epidemiology a plus. Minimum of 1-2 years experience required in clinical data collection and analysis, computer skills, knowledge of clinical data management plans, and database systems. Knowledge of medical terminology a plus. (Code 3651)

Dictionary Coordinator/ Manager
You will be responsible for general clerical, adverse events and medication error coding, maintenance of dictionary, MEDDRA, WHODART, WHO-DRUG, ICD-9-CM, and ICD-10. Responsibilities include documenting and maintaining client classification and coding rules, training, and enhancement of internal coding manual, as well as systems and database maintenance usage. We require a minimum of 2 years of medical classification procedures and medical dictionary experience. In addition to a minimum of 2 years of 3 years of coding experience is essential, we are excellent communication and organizational skills. Understanding of database systems, knowledge of medical terminology, experience in medical coding, and experience in a medical environment is a must. Bachelor's Degree in Nursing, Medical Administration, or Medical Technology, experience is desired. (Code 3671)

We offer competitive compensation, a casual working environment, and a full range of benefits. Please forward your resume (indicating position code) or correspondence to: confidential

STATPROBE, Inc.
Attn: (Position Code)
2355 Bishop Circle East
Ann Arbor, MI 48108
Fax: (313) 769-0044

Equal Opportunity Employer

NURSING MANAGEMENT
Position available Middlebelt Nursing Center in Livonia. Must be experienced to oversee a full time Assistant Director Of Nursing position. Candidate must have long term care experience, supervisory experience & have knowledge of the Resident Assessment Instrument process. Competitive salary plus bonus. Please apply in person, Mon.-Fri. from 9am-4pm at 14600 Middlebelt Rd., Livonia MI

NOVICI MANAGER & RECEPTIONIST (2 positions) needed full time for busy Farmington Hills Chiropractic office. Suite Salary commensurate.
(810) 471-6442

506 Help Wanted-Medical

NURSING OPPORTUNITIES
A suburban-based HMO is seeking RNs for the the following positions:
DISCHARGE/CASE MANAGEMENT COORDINATOR - (Code DMC)
Responsible for evaluating, developing and coordinating case management and/or discharge management. Must be an RN with a bachelor's degree in nursing and current Michigan license required. Must have at least three years of broad clinical background, minimum of two years of experience in discharge/case management required, preferred in a managed care environment. Prior utilization review and/or quality assurance experience preferred.
FACILITY REVIEW COORDINATOR (Code FRC)
Will perform preadmission, admission and concurrent reviews as well as on-site reviews. Will determine appropriateness of setting and assign length of stays for programs. Bachelor degree required, must be an RN with a current Michigan license. Three years of broad clinical background required as well as two years of prior utilization review experience. Prior private and/or building experience preferred.
UTILIZATION MANAGEMENT COORDINATOR - (Code UMC)
Duties include performing pre-admission, admission and concurrent reviews via telephone to determine appropriateness of hospitalization and assign length of stays for inpatient hospital admissions. Must be an RN with a current Michigan license and have at least three years of clinical background.
We offer excellent salary and benefits package. Please send resume and salary requirements to: INDICATE WHICH POSITION YOU ARE APPLYING FOR BY INDICATING THE CODE ON YOUR ENVELOPE AND CORRESPONDENCE. Please include salary requirement in correspondence to.
HR Department
(Attention Code—)
P.O. Box 5480
Southfield, MI 48086-5043
An Equal Opportunity Employer

OFFICE MANAGER/ ASSISTANT
FOR Chiropractor in Ferndale. Experiences in scheduling, medical billing, word processing, etc. Benefits. Salary & bonus commensurate with qualifications. Fax resume or in person any day except Thursday at 251 W. 8 Mile. Further information (810) 543-3068

OPHTHALMIC ASSISTANT/TECH
FULL-TIME/PART-TIME. Resume to: Director of Marketing, Resume to FEC Manager, 29275 Northwestern, Suite 100, Southfield, MI 48034. Or Fax to 810-353-7643

OPHTHALMIC TECHNICIAN
Needed in busy multi office practice. Experience and willingness to travel between 3 local Ann Arbor offices would be a plus. Full time position with benefits open immediately to an upbeat team player. Send resume to 195 West Brown, Birmingham, MI 48009

OPTICIAN DISPENSER
Experienced for fast paced Optometric Ophthalmology practice. Must have good interpersonal skills, trained staff. Excellent commissions, salaries & hours. Choice of 5 locations. Call Bob. (313) 563-5600

OPTOMETRIST
Full or part time
Flexible hours
Call Pam R. (313) 565-5600

PEDIATRIC OFFICE
Busy pediatric office requiring full and part time RN's & Licensed Practical Nurses. Pediatric experience helpful. Mon.-Fri., 8 a.m. - 5 p.m. Sat. mornings. Send resume to: Clinical Coordinator, 950 W. Ann Arbor Trail, Suite 210, Plymouth, MI 48170.

PHARMACIST
BOTSFORD General Hospital, a 336-bed teaching hospital, is accepting applications for

Part-Time Pharmacist

Responsible for coordinating drug distribution activities and providing support for clinical services in the general pharmacy primarily on the day shift. The Pharmacist will work approximately 20 hours/week including an every other weekend commitment.

Interested individuals should send resume with salary requirements to Human Resources Department.

BOTSFORD
General Hospital
28050 Grand River
Farmington Hills, MI 48336-5933

An Equal Opportunity Employer

RECEPTIONIST/BILLER
INTERNAL medicine, MBA system. Flexible hours. Call Office Manager 810-588-5373

RECEPTIONIST
Full time. Great salary and benefits. Experience a plus. Troy area. Call (810) 362-2770

REHAB SERVICE TECHNICIANS
Become a part of our team operating in a state-of-the-art facility! Injured adults, Developmentally Disabled, Behavioral Disorders and Mentally Ill. Flexible schedule. Full time, Part time, Weekends, Days, Evenings, Nights.
Benefits:
• Health Care Insurance
• Dental and Optical Plan
• 401-K Retirement Plan
• Tuition Reimbursement
• Shift Differential for weekends
• Paid Training
• Life and Disability Insurance
• Vacation and Holiday pay
• Sick and Personal Days
• Flexible Spending Accounts for Dependent Care and Medical Expenses
Starting wage $6.85 plus shift differentials. For more information Call Marylyn Hall, Mon.-Fri. 9-6 (313) 941-1142
Equal Opportunity Employer

RESIDENT SERVICES COORDINATOR
LPN or RN position available at new Assisted Living Residence. Innovative & creative, self-starter, and individuals having patience, flexibility, and a sense of humor. Education, experience and knowledge of geriatric environments a must. Send resume to: Administrator, P.O. Box 1720, Birmingham, MI 48012

• RN NURSING MANAGEMENT
• RN-PM
• CNA'S
Excellent wage & benefits.
Contact Linda Clarke R.N., D.O.N. at Meridian Place, 6633 W. Main St., Kalamazoo, MI. (313) 349-4431

RN OR LPN
For Washington Pediatrician's office. Full or part time, 5 days a week. Call Pam or Debbie 810-649-1808

RN'S
Home care shifts. Several caring nurses needed to expand service. Flexible hours and dependable schedule. Competitive & flexible areas. Good pay. Call Kathy Coordinator, Home Care Nursing Care 810-561-0600

SCHEDULING OPERATOR
FULL time position in a medical facility. Experience in handling patients, filing, phones, etc. Apply in person at Medical Administrator
5050 Schaefer, Dearborn, MI 48126

506 Help Wanted-Medical

RNs and LPNs
Huron Valley Visiting Nurse Corporation, an affiliate of the University of Michigan Medical Center, has immediate opportunities for experienced full or part time RNs in the Washtenaw, Livingston, Wayne or Jackson counties. Flexible schedules for full time positions. High demand for certified visits in Wayne, Washtenaw, Livingston and Lenawee counties. New hourly opportunities in Canton Township, Dearborn, Ann Arbor, Ypsilanti, Monroe, Brighton, Howell, Jackson and Adrian. Midnight nurses with psychiatric and/or variatrics skills in Canton Township. Other specialty programs include Asthma Management, Chemotherapy, Home Health, CBI, Cardiac, Wound Care & Home Care today for more information 810-344-0234 or 1-800-660-0020

RN'S & LPN'S
Learn the newest techniques in skin care and cosmetic dermatology

Allied Dermatology Services P.C.
Full & part time jobs available in our Troy, Farmington, Dearborn Heights, Redford & Allen Park Excellent pay & flexible schedule. For further information please call Ann at 313-537-7800

SLP
Private rehabilitation agency based in Romulus has an immediate opening for a part time or contractual creative, enthusiastic speech pathologist who is committed to an interdisciplinary approach in treating adults. We serve outpatient and residential clients primarily with neurological and psychiatric disabilities and cognitive rehabilitation needs. Please send resume to:
Janet Bancsich
38000 Chase Rd.
Romulus, MI 48174
fax (313) 941-7523 EOE
TDD Users call 1-800-649-3777

STAFFING COORDINATOR
Busy home care agency has a full time Sunday through Thursday afternoon position available for a self motivated individual to match caregivers with nursing care client needs. The individual must be well organized, have the ability to juggle multiple tasks & have good telephone/people skills. Computer scheduling experience preferred.
METROSTAFF
Health Care Services
(810) 558-0345
Ask for Michele or Teresa

TRANSCRIPTIONISTS
BOTSFORD General Hospital, a 336-bed premier teaching hospital, has a dynamic department with growth and excellence of our people.
Accepting applications or resumes for part time and full time afternoon and midnight shifts in our department. Applicants with medical transcription must have medical service that transcribes for surgeon.
For consideration please call 810-471-8632, or send resume to Human Resources Department

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An Equal Opportunity Employer

ULTRA SOUND
Full time Sonographer needed. Must be RT(R) with ability experience in OB/GYN and vascular. Color experience helpful. Please forward resume to
Medical Administrator
5050 Schaefer, 313-336-8126
Dearborn, MI 48126

ULTRASOUND TECH
Part time & full time. Good benefits. Some experience required. Call Anita. (810) 569-0296

VASCULAR TECHNICIAN
Experienced only. Mon & Thurs. 12 Lake & Northwestern Highway in Southfield. Call 810-353-2168

X-RAY TECHS
Afternoon shift. Full-time, for portable X-Ray Company. Must be registered or registry eligible. Pediatric/neonatal experience. Benefits available. Area at (800)

508 Food/Beverage Restaurant

Accepting Applications for evening staff
WAIT STAFF
BAR STAFF
GUEST RANGER
BANQUET SERVICE ASSISTANT
Health & Life Insurance
Apply in Person

220
220 Merrill Street
Downtown Birmingham

Assistant Manager Trainee
Career opportunity. Outgoing, enthusiastic individual will be trained for assistant manager. $23-$25,000 + bonus & benefits. If you are looking for a career in the food service industry, this is the right place. Apply at 13611 Hix Rd. (South of Ford Rd.) Westland, MI. EOE

CASHIER
FLEXIBLE HOURS. Some Pay. Ideal for homemakers & students. (810) 616-0300

CATERING WAITSTAFF NEEDED. Food only. Apply at Oakland Center Building 2200 Squirrel Rd., 112 Oakland Center
See Mark for details.
Equal Opportunity Employer

COFFEE SHOP SERVERS, remodeling underway at the Kingsley Head pub/pub. We need servers in our popular Kingsley Coffee Shop. Good tips, good benefits & a good place to work. Apply at the Kingsley Head, 1475 N. Woodward, Bloomfield Hills. EOE

COOK - full time. Some food service experience necessary. Call Ask Lori O'Connor at 313-459-4431

COOK - LINE
PIZZA MAKER
Very good pay. Flexible hours. Full & part time. Apply at Pizza Papalis 8700 Rochester Rd., Troy

COOKS - Excellent wages. Waitstaff, Full & part time hours. Thomas's Family Dining, 33971 Plymouth