# EMPLOYMENT

## 502 Help Wanted Dental-Medical

**DENTAL OFFICE OPENINGS**
OFFICE MANAGER
Experienced only. Multi-dentist office. Competitive compensation & definite advantages. We want only the best. $25k-$30k (we will pay for it)
ACCOUNTS PAYABLE
BOOKKEEPER
Full Charge Bookkeeping Opportunity in a Corporate environment. Accounts payable & general office duties. Knowledge a must. 3 yrs. experience preferred, computer knowledge helpful. Competitive wage. Call Dental Center, 351-8455 ext. 8116

EXECUTIVE SECRETARY
Corporate environment. Grand Blanc office. Excellent benefits. Send resume to: Jim Vivian, 313-694-8160. Dental Group of America, 500 Ferry Road, Suite 203, Grand Blanc, MI 48439

DENTAL RECEPTIONIST
Part time. Experienced in insurance & computer system. Dentist seeks friendly helper. Farmington Hills area. Call Tues & Thur 474-2290

DENTAL ASSISTANT
Certified, full or part time. Larger more fulfilling home. Call Midgard at 594-3222

**DOSIMETRIST**
Our Radiation Oncology Department affiliated with Beaumont, is seeking an Michigan Radiation Oncology currently has a full-time day shift position available.
Qualified candidates must be a graduate of an accredited school of Radiation Therapy Technology & Allied registered. Minimum of 1 yr. Medical Dosimetry experience & 1 yr. Dosimetry experience are required.
We offer an excellent opportunity for management with a growing department, salary & benefits commensurate with experience.
Please send resume to: Human Resources, Beaumont Regional Oncology Center, 3535 W. 13 Mile Rd., Royal Oak, MI 48073
OR
Fax to: 689-8010
**PROVIDENCE**
Hospital & Medical Centers
An Equal Opportunity Employer

FRONT DESK PERSON for medical office in Southfield. Strong customer service skills required. Strong computer skills preferred. Typing also required. Call 557-7700 or 557-7704

MEDICAL ASSISTANT
Warm, work oriented environment. Full time. Experienced only. Call 557-2290

MEDICAL ASSISTANT
Wanted for a busy practice. Must be organized, dependable, and have good clinical skills. Call 557-2290

## 502 Help Wanted Dental-Medical

DENTAL RECEPTIONIST
Progressive Livonia office is looking for the right person to operate our front desk. If you are someone that can type 40 wpm, has excellent verbal skills, knows how to organize and has an excellent employment record please call 591-3638

**DENTAL SURGICAL ASSISTANT**
Experienced, full time, quality lifestyle practice in N. Oakland County. Salary commensurate with experience. Excellent benefits package. Call 377-3453

CERTIFIED PHYSIOTHERAPIST ASSISTANT
Certified. Master Degreed. Part time. Flexible hours. Fax resume to Carl Brandt 437-3600

BUSY W. Bloomfield dental office looking for front desk person with dazzling smile. Dependable work ethic preferred. Full time. Call 661-4090

FULL-TIME Orthodontic Receptionist needed for our Farmington Hills office. Some orthodontic knowledge helpful. Call 477-5900

DENTAL HEALTH AIDE
Certified and/or experienced. Excellent salary and benefits.
FAX resume CARE
(313) 729-7967
(313) 455-7833 (313) 347-8872

HOME HEALTH AIDES
& COMPANIONS - EXPERIENCED
• Excellent benefits
• Competitive pay
• Management support
• Flexible Care giving assignments within Wayne, Oakland, Macomb counties
Must have reliable transportation, be mature, dependable, and able to work independently. Demonstrated ability to communicate with clients, family members & MDs. Must speak English fluently. Must be able to pass a Michigan Criminal Background Check.
UNITED HOME CARE

INSURANCE BILLER
Experienced only. Dry cleaning. Northwestern/Telegraph. Call Bernice 541-7333

DENTAL MEDICAL ASSISTANT
Full time. Experienced only. Call 851-8020

DENTAL RECEPTIONIST & BILLER
Experienced only. Dynamic Dental Office. Call Dental Services 22555 Greenfield, Suite 210 Southfield, MI 48075

**MEDICAL ASSISTANT**
Multi-specialty practice seeks M.A. to join our team. Must have minimum 1 year experience. Salary commensurate with experience. Please call Ann at 557-7020

**PROVIDENCE**
Hospital & Medical Centers
An Equal Opportunity Employer

MEDICAL ASSISTANT
Needed for a busy pediatrician's office. Call 557-2290

MEDICAL ASSISTANT
Wanted for busy Internist. Must have minimum 1 year experience. Call 557-2290

FRONT DESK — Part time, Mon. & Tues. Pleasant office. Must be organized and pleasant. Call 557-2290

MEDICAL ASSISTANT
Wanted for busy practice. Must be organized, dependable, and have good clinical skills. Call 557-2290

## 502 Help Wanted Dental-Medical

LIVE IN/OUT NURSE'S AIDE
IN LEXINGTON ONLY
Certified Nurse's Aide needed to live in with Blind patient. Close to Lexington. Salary. Call Sue 268-5718 or Jan, after 5pm 729-1613

**LIVE-INS NEEDED IMMEDIATELY**
Live-in Aides needed to assist elderly. Must have experience & transportation. Good pay & insurance available. Areas needed:
Livingston
Plymouth
Northville/Westland
EXCELLCARE, INC.
476-9091

RECEPTIONIST
For doctor's office. Part time. Insurance being a typing project required. 537-8155

MEDICAL ASSISTANT
For busy Oral Surgeon's office with offices in Southfield and West Bloomfield. Full time. Mature responsible person preferred. Please send resume to: Box 406
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

MEDICAL ASSISTANT PART TIME
Good hours in busy pediatric practice. Grand River-Orchard Lake Rd area. 477-2328

MEDICAL ASSISTANT OR NURSE
Must be familiar. Experienced. For OB/Gynecology. Birmingham area. 647-0626

MEDICAL ASSISTANT
Profile certified. Full time. For multi-specialty practice. Excellent benefits. 537-2150

MEDICAL ASSISTANT
X-ray. Detroit area. Experienced. EKG. Phlebotomy. Venipuncture. Nurse. Call for interview 559-7120

Medical Assistant Receptionist
Bookkeeper. Five demanding, exciting days a week. Motivated, 3-8 years experience. Knowledge of medical terminology, computer literate, communicator with strong organizational skills and enthusiasm relative to Box 648
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

MEDICAL ASSISTANT
Wanted for busy practice. Must have minimum 1 year experience. Call 557-2290

MEDICAL ASSISTANT
Full time. Oncology office. Must have minimum 1 year experience. Call 557-2290

**NURSE AIDES**
Growing home care agency is seeking dependable, caring individuals for private duty cases throughout Metro area. Must have own car, insurance, valid Driver's License.
Call Between 10am-4pm
Monday-Friday
NURSING UNLIMITED
540-2360

## 502 Help Wanted Dental-Medical

MEDICAL ASSISTANT
Part time for Board Certified Internal Medicine Practice. Must be experienced in X-ray, EKG & venipuncture. Call 334-6850

MEDICAL ASSISTANT for busy W. Bloomfield GP. Experience preferred. Salary. Terrific full time position for the one pleasant enthusiastic nurse. Send resume with references to P.O. Box 85, Royal Oak MI 48067

MEDICAL ASSISTANT part time. Experienced only. Call Kate Tarkel-Issue in Rochester. Send resume to Box 872
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

MEDICAL ASSISTANT
Full time. Experienced preferred but will train the right person. Busy dermatologist practice in Troy. Must be pleasant with a good clinical skills. Send resume to W. Wilen, 2999E Big Beaver, Troy, MI 48083 or call (313) 362-8346

MEDICAL BILLER
Canadian Disability insurance company. Use of computer and knowledge of medical terminology helpful. Send resume to: Customer Service, Sun Life of Canada, 26555 Evergreen Rd., Suite 1000, Southfield, MI 48076

MEDICAL BILLER MANAGER
Wanted for a large insurance company. Computer operations, accounts receivable, and supervisory experience required. Send resume to: BHC 30300 Orchard Lake Rd., Suite 104, Farmington Hills, MI 48334

MEDICAL BILLER
For a Bloomfield Hills orthopedic practice. Insurance billing experience required. Knowledge of Medicare guidelines a must. Some office experience preferred. Competitive wage & benefits package. Send resume to: Box 1052
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

MEDICAL BILLER
For busy internal medicine & PediatricsOffice. Experience necessary. Call Teresa, 22555 Orchard Lake Rd, Suite 104, Farmington, MI 48336

MEDICAL RECEPTIONIST, Full time for busy Livonia dermatology office. Must be familiar with computers. Salary $ 1210 plus bonus. Salary range $ 1210 - $1500 per month. Call Sandy at 591-7022 or send resume to: Box 1000
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

MEDICAL RECEPTIONIST, full time for busy Internal Medicine & Pediatrics office. Experience preferred. Call Teresa, 22555 Greenfield, Suite 104, Southfield, MI 48075

MEDICAL RECEPTIONIST
Full time. Orthopedic office. Must be familiar with computers. Call Sandy 591-7022

MEDICAL RECEPTIONIST
For busy pediatric office in Livonia. Must have medical terminology & computer experience. Call 591-7020

## Medical Receptionist/Biller

Experienced only. Full time position available in busy Internal Medicine office. Must be familiar with computers. Salary commensurate with experience. Please call Ann at 557-7020

MEDICAL RECEPTIONIST full time. Internal Medicine & Pediatrics office. Part time, 3 days a week. Must be familiar with computer. Fax resume to 476-9591

RECEPTIONIST
Busy Internal Medicine office. Must be familiar with computers. Call 557-2290

RECEPTIONIST
Full time. Orthopedic office. Must be familiar with computers. Call 557-2290

MEDICAL RECEPTIONIST to work in a busy Foot Care Gastroenterology office. Must be familiar with computers. Computer background preferred. Please send resume to: The Podiatry Institute, 30415 Northwestern Hwy., Farmington Hills, MI 48334

MEDICAL RECEPTIONIST BILLER
Highly motivated individual with knowledge needed for an OB/Gyn office in Novi. Full time, 4 hr. overlap. Flexible hours. Salary $ 1200 per month. Call Sandy at 591-7022 or send resume to: Box 1000
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

MEDICAL RECEPTIONIST
Full time for busy Dermatologist office in Troy. Responsibilities include: Multi-line phone, Appointments, Insurance billing and collections. Medical terminology helpful. Salary commensurate with experience. Call 362-8346

MEDICAL TRANSCRIPTIONIST
For Northern Oakland County Internal Medicine practice. Call Attention: Office Manager, Beverly Hills Internal Medicine Dr. Schwartz, 30555 Southfield, MI 48075

MEDICAL TRANSCRIPTIONIST
Full time for busy Dermatologist office in Troy. Responsibilities include: Multi-line phone, Appointments, Insurance billing and collections. Medical terminology helpful. Salary commensurate with experience. Call 362-8346

MEDICAL TRANSCRIPTIONIST
Part time for busy Dermatologist office in Troy. Responsibilities include: Insurance billing and collections. Medical terminology helpful. Salary commensurate with experience. Call 362-8346

MEDICAL TRANSCRIPTIONIST
Full or part time. Medical transcriptionist needed for Surgeon's office. Response to: Michigan Center 42180 Fox Hills Rd., Ste. 205 Canton 48187

**NURSE AIDES**
There are now 4 part time nurse aide positions open at our nursing home of West Bloomfield. Hours 4:30 - 8pm. Must have own transportation. For interview, call Mon-Fri 9am-5pm 363-4121

OR EVE - Part time position. Weekend 7 days/week. And Mid-Nite Coverage Call Monday-Friday 9am-3pm 737-8110

**OFFICE MANAGERS**
Executive Search 329-935-000
Multi office dermatologic practice. Supervise staff 10 years experience required. Competitive salary. Fax resume to Dr. Ronald 932-1110

OFFICE MANAGER Indispensable! Fast clinic need high being as Fast Early Bird. 932-1110 Harper Woods, 29870 Middlebelt Farmington Hills, 661-8334

OPHTHALMIC ASSISTANT — Part time. Some medical experience. Full time if officer. Birmingham area. 649-3535

OPHTHALMIC ASSISTANT, experienced only. Medical office. Medical Optometric or optical experience preferred. Send resume & salary requirements to: Box 834
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

OPHTHALMIC TECH needed in fast growing Rochester Hills practice. Experience preferred - pay commensurate with experience. Call 852-9000

ORTHODONTIC - Chairside Assistant for our Canton office. 3 days/week. Experience preferred. Call 981-2444

PART TIME
MEDICAL RECEPTIONIST
Friendly, energetic, experienced medical receptionist needed for busy multi-specialty practice in Livonia. Call Mon-Fri 9-5 for an interview. Salary. Send resume & salary requirements to Box 834
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

PEDIATRIC OFFICE - seeking experienced file or clerk for full or part time employment. Please send resume to: VNS & Ann Arbor, 1 Parkview Plaza, Suite 400, Southfield, MI 48076. Attention: Mary Jane

WHITON INDUSTRIES & Associates has openings for Physical Therapy Assistant & Certified Athletic Trainer. Licensed. Please send resume to 530 Adelaide, Suite 101, Plymouth, MI 48170 Attn: Dave

## 502 Help Wanted Dental-Medical

OPTICIAN/DISPENSER
Part time for Eyecare Center. Experience necessary. Bench work. Knowledge helpful. Time is extra. 737-7050

OPTICIAN
If you're confined and encouraged to do your best, this could be for you. Good Salary & Compensation package. Some Tab - Birmingham Area.
PART TIME mature experienced Medical Assistant for busy Internal Medicine office. 557-0888

**PATIENT REGISTRARS**
Part time & contingent positions available to work at a variety of our Providence Medical Centers. Duties consist of interviewing patients, updating & analysis. Must have 1 yr related experience in a health care environment. Must be Medical Terminology, 35 wpm, accurate typing and/or calculating on computer keyboard. Must have 65 words per minute with 100 9 CMK or EPT & ability to work various health insurance plans.
Candidates ideally interested in working part time - contingent hours 4pm-8pm, Mon-Fri, Sat & Sun.
Employment Services
22555 Greenfield, Ste. 210
Southfield
OR
10 30am-4pm Mon, Wed & Fri
Providence Medical Center
10 Mile - Haggerty Rd
Novi
**PROVIDENCE**
Hospital & Medical Centers
An Equal Opportunity Employer

PHARMACIST
For growing home care company. Flexible hours, home based, competitive salary, benefits. 453-5200 ext 124

**PHLEBOTOMIST**
National Health Laboratories, Inc. is seeking people for their Livonia, Westland, Wayne, Farmington Hills, Southfield, Troy, Rochester, Sterling Heights, Clinton Twp. and Warren locations on Saturdays for their Phlebotomy Department. Contact Carmen at (313) 591-7300 Ext. 2224 Successful candidate must have good phlebotomy experience and degree in Phlebotomy, Medical Assisting or allied environment. Advancement potential. Please specify the area of interest and apply in person or fax resume to:
**NATIONAL HEALTH LABORATORIES**
11250 Northwest
Oak Park, MI 48237
Equal Opportunity Employer
Minority, Female Handicapped

PHYSICAL THERAPIST
Part time. Home Health Care.
Call Nurse Care 356-7700

MEDICAL ASSISTANT
Internal Medicine. Full time. Experienced only. Call 557-2290

RECEPTIONIST
Busy Internal Medicine office. Must be familiar with computers. Call 557-2290

RECEPTIONIST with confident and pleasant manner for busy Northern Oakland County Physical Therapy Office. Full time, benefits. Call Mon-Fri 9-5 Ms. Kelly, Office Manager, Rehabilitation Associates, P.C. 2075 Cranbrook Rd., Rochester Hills, MI 48309

RECEPTIONIST
Experienced with good typing skills and pleasant telephone manner. Call 557-2290

**REGISTERED NURSES**
RN's needed
Apply in person
Cambridge South
18200 13 Mile Rd
Beverly Hills
An Equal Opportunity Employer

REGISTERED NURSE
**ICU CLINICAL NURSE MANAGER**
A challenging opportunity awaits the right person. Our 10 bed ICU is looking for a dynamic leader who can manage a staff of 30 nurses. Clinical Nurse Management experience preferred. Excellent benefits.
Interested persons should contact Nancy Jones, Director of Nursing Critical Care & Emergency Medicine at 557-7300 ext. 2224 for more information.
POSITION EDUCATOR
Current Bachelor degree in nursing required. 5 years nursing experience in ICU. 3 years nursing experience in ICU preferred. Knowledge of Cardiovascular Pathophysiology and Dysrhythmias. Demonstrated leadership skills. Demonstrated teaching skills. Excellent verbal and written communication skills. Experience in teaching adult learners.
To join our dynamic team, fax resume & a recent photo, or send resume, photo and salary requirements to: Ann Bonnie, Service Excellence Manager
**PROVIDENCE**
HOSPITAL & MEDICAL CENTERS
22555 Greenfield
Suite 210
Southfield, MI 48075
An Equal Opportunity Employer

RECEPTIONIST - THERAPIST - INTAKE needed for DME company. Full time & part time positions available. Fax resume to P.O. Box 2513 Southfield 948-0037

RN OR LPN
Has an opportunity available in our Internal Medicine department for an experienced RN or LPN. Interviewing Tues-Thurs 9-4 at
DMC Health Care Centers
41935 W. 12 Mile Rd
Novi, MI 48377
Affiliating with The Detroit Medical Center. An Equal Opportunity Employer

**RN'S**
Are you interested in a nursing home management position? Burtt Health Care Facilities are looking for an Out-Standing RN to Run our Nursing Training Program. Call Brenda Friday, Days at 363-4121
**BURTT HEALTH CARE OF WEST BLOOMFIELD**

RN CASE MANAGEMENT
Full & part time. Expanding home care company is recruiting motivated, and are goal oriented & self directed individuals to serve as case managers for our clients. Responsibilities include coordination of orthopedic, neurological, cardiac cases. Knowledge of no fault system, home and case management skills preferred. Excellent salary, benefits & bonus. Fax resume or send resume in confidence to: Ann Parks, Director of Nursing, 31500 N. 14 Mile Rd., Suite 402, W. Bloomfield, MI 48322

RN/LPN DAY SHIFT
FULL TIME CHANGE NURSE
Sun Mini Marts
NORTHWESTERN WEST
8165 Newburgh Rd
Westland, near I-96
An Equal Opportunity Employer

RN, LPN'S WE NEED YOU
Up to $15 an hour
RN Search up to $20 hour
Home Care Staff Relief
FAMILY HOME CARE
(313) 522-5883 (313) 455-5583

## 502 Help Wanted Dental-Medical

**REGISTERED NURSES**
Full time, part time positions available in our expanding home care division. Competitive salary & benefits. Call Mon-Fri 9-5 pm
CHRONIC CARE CONTINGENT
Must be available to rotate 2 days, 3 nights, 1 day off & have reliable transportation.
CARDIOVASCULAR
INTERVENTIONAL CARDIOLOGY
PULMONARY
NEUROLOGY
ONCOLOGY
ORTHOPEDIC
Call Mon-Fri 9-5 pm
**PROVIDENCE**
Hospital & Medical Centers
An Equal Opportunity Employer

**RN/LPN'S**
Staff Nurses
Home Health Care
Full time, Part time, Days & Evenings
Call Mon-Fri 9-5 pm
**PROVIDENCE**
Hospital & Medical Centers
An Equal Opportunity Employer

**ADMINISTRATIVE ASSISTANT**
Are you a large local accounting or consulting firm experienced? Are you a Word Processor? Are you a Lotus 1-2-3 or Excel user? Are you a Dbase or Paradox user? Are you a Quicken or Peachtree user? Are you a Lexus or Wordperfect user? Are you a Windows or Macintosh user? Are you a Telephone user? Are you a Mail Merge user? Are you a Multi-tasker? Are you a Multi-Line Telephone user? Are you a Multi-Line Telephone user? Are you a Multi-Line Telephone user