502 Help Wanted Dental-Medical

Nursing

CASE MANAGER

Local independent managed care provider has an immediate opening for a Case Manager.

We are seeking a RN with experience in managed health care. A minimum of 3 years clinical experience is required. A BSN is preferred. Excellent communication and organizational skills are essential. Case management experience and clinical experience in Med/Surg, Medical Intensive Care, Rehab, Occupational Medicine, or Home Care is a must.

We offer a competitive salary and benefits package. For consideration, send your resume in confidence to:

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Livonia MI 48150

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OCCUPATIONAL Therapist - Hand CHT prefered for Rochester Hills hand surgeon, part time. Mon-Wed-Fri, 9-4. Send resume to: Box 770 Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia MI 48150

OFFICE POSITION - PART TIME possible full time for counseling center in Southfield. Medical experience preferred. Mature, dependable & self starter. Resumes to: Office Manager, 25505 W 12 Mile Rd., Ste 5200, Southfield, MI 48034

OPHTHALMOLOGY STAFF Several openings for billers & techs (COT preferred) suburban locations. Contact Diane Detter, 932-1170 Harper Associates, 29870 Middlebelt Farmington Hills, MI 48334

ORAL SURGERY ASSISTANT needed full time for west side offices. Experience preferred. For interview, please call: 476-0801

OTR for extended care, suburban Detroit & Howell. Premium pay, immediate need, full time, benefits, also part time. 313-678-5096

PART TIME experienced MA or LPN for busy pediatrics practice in Troy. Call 9-5pm. 689-1130

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Progressive multi service home care agency seeking "go-getter" RN with home care experience. Strong background in oncology and/or rehab desired but not required. Must be flexible and willing to do home care visits in tri-county area. For immediate consideration, please call Rose Davis at 1-800-564-6614 An Equal Opportunity Employer

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PARA-MED/MEDICAL ASSISTANT Looking for Medical Assistant, Para-Medic, EMT, or Fire Fighters living in the Waterford, Clarkston, Pontiac, Eastside & Down River areas with experience in EKG's, Vein puncture. Full/part time. Call Jackie or Debbie 352-8333

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PHLEBOTOMISTS
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Qualified Candidates will have:
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Apply in person • Monday thru Friday 8am-4pm at: NATIONAL HEALTH LABORATORIES, 13250 Northend (N. of 8 Mile, E. of Coolidge) Oak Park, MI 48237
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Health Alliance Plan has an immediate opening for Quality Management Coordinator. Responsibilities include coordinating quality management and compliance activities, including but not limited to: provider on-site visits and follow-up activities, quality management audits and surveys, Provider Group assignments for member quality of care issues and provider trend analysis and quarterly statistical analysis of identified quality management data. Requirements: RN with current Michigan license; two (2) years quality management and/or utilization review experience; preference for knowledge of LOTUS and word processing. A comprehensive benefit package and competitive salary offered. Qualified applicants may submit their resume AND SALARY REQUIREMENTS TO:
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504 Help Wanted Office-Clerical

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ACCOUNTS RECEIVABLE Manufacturing Co. needs person with customer service experience to handle credit & collections. Must be able to work independently.

ARBOR TEMPS 459-1166

ACCOUNTANT for corporate finance staff. CPA with 3-5 years experience. Strong general accounting skills. Multi company consolidation experience & Lotus a must. Solomon experience a plus. Must be versatile & well organized. Excellent opportunity for team player. Send resume to: Accountant - B148, 13400 Outer Drive West, Detroit, MI, 48239

ACCOUNTING CLERK REDFORD area. Duties include: Accounts Receivables, Quotes, Computer based accounting & reports, handling phones, misc. 5 yrs. experience needed & WordPerfect & Lotus skills. All applicants will be tested. Send resume/cover letter to: Accounting Clerk P.O. Box 2107 Southfield, MI. 48037

ACCOUNTING & GENERAL Office, part time for small Livonia business. Computer experience helpful. 8-24 hours per week - flexible. $6-$8 per hour. Send resume with salary requirements to P.O. Box 2634, Livonia, MI 48151-0634 or call 261-4051

ACCOUNTING MANAGER A public company in suburban area is looking for individual with 3-5 years accounting experience supervising an accounting dept. Must have good communication skills. A thorough knowledge of accounts payable & receivable & preparing financial statements. Applicant must be college graduate. Public accounting experience a plus. Resume & salary history to: Box 918 Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia MI 48150

ACCOUNTS RECEIVABLE CLERK ORDER ENTRY CLERK Both full-time positions. Previous computer accounting skills. Will train on our software. Shipping, purchasing, telephone skills. Send Resume to: PG Inc, PO Box 700890, Plymouth, MI 48170

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ARBOR TEMPS 459-1166

ADMINISTRATIVE CLERK with System 36 experience needed for home health agency. Excellent secretarial skills a must, knowledge of Medicare, Medicaid & Blue Cross billing required. Send resume to: Advanced Professional Home Health Care. Attn: Karen, 1787 W. Big Beaver, Troy, MI 48084

ADMINISTRATIVE ASSISTANT - Real estate developer needs personal secretary/receptionist for 1 person office, must be well organized, personable, responsible, flexible & have patience. Knowledge of Microsoft Word & EXCEL a plus. Need light bookkeeping & accurate clerical skills. Send resume & salary requirements to: Dover Development, 32400 Telegraph, #205, Bingham Farms, MI 48025-2460

ADMINISTRATIVE ASSISTANT For small busy office in Birmingham area. Good customer service and telephone skills a must. Call Sharon or Jeannie at: 646-9663

ADMINISTRATIVE ASSISTANT Fast paced travel management company seeks experienced secretary with strong organizational, word processing and shorthand skills. Must be comfortable with multiple tasks. Benefit package including 401K. Send resume & salary requirements to: Attn: Employment, P. O. Box 5065, Southfield, MI 48086-5065 or FAX to: 313-827-2466

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BOOKKEEPER - Full charge thru trial balance, plumbing or construction computer experience preferred. Plymouth area. Reply to: 1515 20th St., Wyandotte, 48192.

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CLERK/TYPIST Detroit based firm seeks entry level Clerk Typists. Candidates should possess a minimum typing speed of 40 wpm, good phone manner and general clerical knowledge. Excellent advancement opportunity. This position is full time with complete benefit package. For consideration, please forward resume to: Clerk/Typist P.O. Box 779 Detroit, MI 48231

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ARBOR TEMPS 459-1166

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