

# **Albuquerque Psychiatry & Psychology LLC**

## **Part Time Front Office Coordinator, job share position**

Looking for a positive and flexible person who can multitask and enjoys being part of a fun team in a fast paced Psychotherapy office based in Albuquerque.

If you are interested in working with Behavioral Health professionals and getting paid, this job is for you!

Responsibilities include: scheduling, answering phones, screening new patients, receiving patients, validating insurance, fulfilling medical record requests and general office support.

Email cover letter and resume to [abq.pnp1@comcast.net](mailto:abq.pnp1@comcast.net) with Front Office Coordinator in the subject line before October 31<sup>st</sup>