

Thursday, July 15, 2021

Medical Office Associate - Harkness Center for Dance Injuries

Company: Harkness Center for Dance Injuries

Location: New York, NY

Compensation: commiserate with experience

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The Harkness Center for Dance Injuries of NYU Langone Health is seeking a part-time Medical Office Associate to work in a dynamic, fast-paced medical office. This position is responsible for providing high level administrative support by managing phone lines, scheduling and registering patients, handling information requests, and performing other functions such as preparing correspondence, receiving visitors, and scheduling meetings. The Medical Office Associate independently performs all duties while maintaining a professional, polished, calm and welcoming environment. This position includes a full benefit package.

To apply, please send resume and cover letter to Heather Heineman via email at Heather.Heineman@nyulangone.org, and apply online via this link: <https://jobs.nyulangone.org/job/13360005/medical-office-associate-nyu-langone-orthopedic-hospital-new-york-ny/#tab-id-1>

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212-598-6054
[https://nyulangone.org/locations/harkness-center-for-dance-injuries?](https://nyulangone.org/locations/harkness-center-for-dance-injuries?cid=sem_google&googadcamp=Orthopedics_Brand&googadgroup=Hark)
[cid=sem_google&googadcamp=Orthopedics_Brand&googadgroup=Hark](https://nyulangone.org/locations/harkness-center-for-dance-injuries?cid=sem_google&googadcamp=Orthopedics_Brand&googadgroup=Hark)

For more information:
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