

Join Our Team

AS A HEALTHCARE VIRTUAL EXECUTIVE ASSISTANT



VIRTUAL
STRATEGIES
ASSISTANTS

Who we are

We are a skilled team of virtual assistants who assist healthcare professionals and small-business owners in making sure their office runs efficiently.

About the Healthcare Virtual Assistant Role

The Healthcare Virtual Assistant is someone who cares about helping others, has an eye for detail, and works well with a wide variety of personalities. They are effective and efficient as they assist in completing tasks assigned by clients. They can foster a successful working relationship with clients and team members. The Healthcare Virtual Assistant must be able to consistently perform high-level Healthcare Administration tasks such as inbox management, calendar management, data recording/entry, billing, claims, and credentialing. We foster a culture of continuous growth so Healthcare Virtual Assistants must be willing to meet the goals of healthcare professionals as they expand their practice and opportunities. This role will require a minimum of 15 hours a week availability. This is a 1099 position.

You would be great for this role if you....

- ◆ have at least 1-2 years experience providing healthcare administrative support
- ◆ are a self-starter, organized, and detail oriented
- ◆ enjoy working both independently and in a virtual team environment
- ◆ are resourceful, creative, and able to manage your time effectively
- ◆ are willing to support team members with feedback and resources
- ◆ desire growth and want to be committed for the long haul
- ◆ are eager to help healthcare professionals and assist their clients/patients

This role is not for you if you....

- ◆ are unable to take feedback and lack communication skills
- ◆ struggle with being proactive and get easily distracted
- ◆ don't have the bandwidth to take on more clients
- ◆ save things for the last minute and do not keep well organized notes and tasks
- ◆ don't enjoy working as a collaborative team and need a lot of direction
- ◆ are not able to commit to time needed to assist healthcare professionals
- ◆ don't consider customer service or client care a priority
- ◆ lack experience in the healthcare field



APPLY NOW