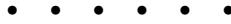


ASSOCIATION OF SOUTH BAY SURGEONS

A MEDICAL GROUP INC.



Riad Adoumie, M.D., FRCS (C), FACS, RVT
Rashaan Ali-Jones, M.D.
James E. Camel, M.D., M.S., FACS
Steven D. Fisher, M.D., FACS
Melanie H. Friedlander, M.D., FACS
Hima Ghanta, M.D.
Amir Kaviani, M.D.
Stanley R. Klein, M.D., FACS

Albert Y. Lam, M.D., FACS
James H. Lee, M.D., FACS
Roman A. Litwinski, M.D., FACS
Timothy A. McGillivray, M.D., FASCRS, FACS
Edward C. Mun, M.D., FACS
Son X. Nguyen, M.D.
Gerald I. Schiff, M.D., FACS
Houman Solomon, M.D.
Aileen M. Takahashi, M.D., FACS

JOB OPPORTUNITIES

The Association of South Bay Surgeons is financially stable, well-organized privately owned specialty group of seventeen surgeons. Our specialties include: general, vascular, colon/rectal and bariatric surgery.

➤ **Medical Records: Email your resume to: rebecca@southbaysurgeons.com**

- Prior use of EMR
- Powerchart, Meditech, Labcorp/Quest interfaces
- Scanning records & importing/exporting documents
- Medical records releases
- Prior medical records experience and/or RHIT certification a plus

➤ **Insurance Authorization: Email your resume to: rebecca@southbaysurgeons.com**

- Able to use ICD-9 & CPT books
- In and out of network insurance benefits
- Authorizations for surgical services, hospital admittance, home health care, outpatient diagnostic testing, medications & DME
- Process appeals for denied authorization requests
- Prior authorization experience, medical billing background, and/or CPC/CPC-A certification a plus

➤ **Surgery Scheduler: Email your resume to: susan@southbaysurgeons.com**

- Prior use of computerized appointment scheduling system & EMR software
- Minimum 2 years experience high volume appointment scheduling or surgery scheduling experience
- Knowledge of HMO and PPO insurance plans
- Knowledge of in & out of network insurance benefits
- Must be detail oriented
- Able to multi-task & keep up in a fast-paced environment

➤ **Medical Assistant: Email your resume to: susan@southbaysurgeons.com**

- Minimum 2 years experience as a medical assistant.
- High School or GED
- Medical Assistant Certificate or Diploma
- Adaptable
- Computer proficiency. Minimum typing of 35 WPM
- Knowledge of infection control standards
- Knowledgeable in sterile set up
- Assist Surgeon's with minor surgical procedures
- Making follow up appointments
- Apply and remove dressings
- Autoclave instruments

Torrance, CA, Full Time, Excellent benefits. All positions require fluency in English, Computer proficiency type 35+ WPM, knowledge of medical terminology and anatomy, excellent verbal/written communication and customer service skills, and the ability to interact well with patients and fellow staff members. We're looking for team players who are upbeat, responsible, highly motivated, and desire to work in a very fast paced work environment.