



Job Posting Request Form

Company Name

Birmingham Maple Clinic

Position Title

Clerical Office Staff

Job Description

Birmingham Maple Clinic is looking college-aged and older individuals who are computer-literate and able to come in to the office to perform clerical work.

This position includes:

Setting up patient portals; talking with patients to help them navigate the portal and administrative set-up.

Scanning patient records into Valant.

Pay: \$12 - \$15 per hour.

Please send all applicants to Perri;
prosen@birminghammaple.com.

This would be a great opportunity for students to get firsthand experience working in a busy private mental health clinic in Troy, MI as it transitions to electronic medical records.

Contact Name

Perri Rosen

Contact Phone Number

(248) 646-6659

Contact Email

prosen@birminghammaple.com

What type of job is this?

Part Time

Position Opening Date

Wednesday, November 11, 2020

Position Closing Date

Thursday, February 11, 2021

Compensation

\$12-\$15

Does your job posting relate to one of RU's majors? If so, please notify the department chair for this major. (select all that may apply)

Accounting (School of Business and Professional Studies)

Management (School of Business and Professional Studies)

Mass Communication (School of Business and Professional Studies)

Strategic Leadership (School of Business and Professional Studies)

Social Entrepreneurship/Non-Profit (School of Business and Professional Studies)

Biology (School of Natural and Behavioral Science)

Health Sciences (School of Natural and Behavioral Science)

Psychology (School of Natural and Behavioral Science)

Social Work (School of Natural and Behavioral Science)

Nursing (School of Nursing)

Early Childhood (School of Education)