

## **Virtual Assistant – Whole Health Partners**

[Whole Health Partners](#) is a small, virtual, women-owned lifestyle medical practice. We are looking to hire a virtual assistant for approximately 10 hours/week (a couple of hours each day). This assistant would need to be available at least part of the time during normal business hours.

Job duties include:

- Prepping charts in our EHR
- Verifying insurance benefits
- Scheduling patients
- Entering labs into charts
- Faxing treatment plans to referring PCPs
- Helping with an outcomes project

This position also has the potential to increase in hours overtime, if interested. Please send any interest/resumes to [info@wholehealthpartners.com](mailto:info@wholehealthpartners.com)