



We are a busy chiropractic clinic looking for a Licensed Acupuncturist to join our team.

**Main Job Tasks and Responsibilities**

**Primary Responsibilities:**

- Performing acupuncture.
- Provide a recommended course of treatment.
- Creating SOAP notes into our computer system (Practice Studio).
- Entering charges for services rendered.
- Attention to detail to ensure notes and charges are entered accurately and completely.
- Changeover of room between patients.
- Ensuring that acupuncture supplies are properly disposed of.
- Obtaining and maintaining insurance credentials.
- Ability to communicate effectively in person and on the phone.
- Must have a great attendance record, attend work on time, act and appear professional.

**Secondary Responsibilities:**

- Putting away laundry following delivery.
- Monitoring consumable supply levels for reordering.
- Assisting with scheduling as needed.

**Requirements:**

- Valid Washington state license to perform acupuncture.
- NPI number.
- Current malpractice insurance.
- Acupuncture certification from accredited college
- Basic computer knowledge: Working knowledge of Microsoft Outlook and Word

**Experience:**

- 1 year preferred

We offer competitive wages, excellent benefits and an opportunity to work in a growing office with a wonderful team, for great physicians. We are proud to be the team of physicians for our local area high schools, Olympic athletes, along with professional sports teams, including the Seattle Thunderbirds.