

**JOB TITLE:** ADMINISTRATIVE ASSISTANT (PART-TIME)



**SUPERVISOR:** JACOB GRABOSKI

**JOB SUMMARY:** The Administrative Assistant is responsible for providing administrative, clerical, and operational support to Adapt Physical Therapy & Fitness. This position will assist with patient scheduling, medical billing, invoicing, document management, community networking, and other administrative duties delegated by the supervisor. The ideal candidate is organized, dependable, detail-oriented, professional, and comfortable working in a healthcare and fitness environment.

**PRIMARY JOB RESPONSIBILITIES**

- Perform patient scheduling and appointment coordination, including communicating with patients, families, and staff to maximize scheduling efficiency and maintain productive schedules.
- Assist with medical billing responsibilities, including insurance data entry, claim-related administrative tasks, payment posting, account follow-up, and communication with insurance companies as delegated by the supervisor.
- Prepare and process invoices, payments, and other financial or administrative documentation as assigned.
- Scan, organize, maintain, and electronically file patient and business documents in accordance with applicable privacy and recordkeeping requirements, including HIPAA requirements.
- Perform general clerical duties, including data entry, document preparation, filing, copying, correspondence, and other office organization tasks.
- Assist with community networking and outreach to local businesses, nonprofit organizations, schools, healthcare providers, and other community organizations to increase awareness of Adapt Physical Therapy & Fitness and develop community relationships.
- Assist with development and organization of administrative workflows, forms, and office procedures as directed by the supervisor.
- Collaborate with the supervisor on special projects, business development initiatives, and other administrative tasks.
- Creating and posting social media content; Creating & posting educational materials

**EMPLOYMENT STATUS & COMPENSATION:**

- *Hourly Employee:* \$20/hour starting
- *Time Commitment:* Approximately 20 hours/week
- *Continuing Education:* Not eligible
- *Health Benefits:* Not eligible
- *Retirement Benefits:* SIMPLE IRA eligible after 2 years of service
- *Performance Raises:* Eligible

**APPLICANT ELIGIBILITY:**

- High School Diploma or GED required
  - Associates or Bachelors Degree strongly preferred
- Prior administrative, medical office, billing, or healthcare experience preferred.
- Comfortable using computers, electronic health records, scheduling systems, email, Microsoft Office/Google Workspace, and other administrative software.
- Ability to work independently, prioritize tasks, and effectively manage multiple responsibilities.

**INTERESTED APPLICANTS SHOULD SUBMIT AN APPLICATION AT [WWW.ADAPTWISCONSIN.COM](http://WWW.ADAPTWISCONSIN.COM)**

<https://www.adaptwisconsin.com/apply>