

Advanced Medical Services

Job Announcement:

Advanced Medical Services, LLC (AMS) seeks a candidate for a part time position in a medical setting in Laramie, WY. AMS is a privately owned and has operated since 1995. AMS provides services for drug and alcohol collections, insurance physicals, and paternity collections. AMS offers a site for clients to complete a pre-employment, random, and post accident drug and alcohol screen. This position will provide patient contact hours, gathering of medical histories, collecting urine samples, taking and recording of vital signs, and many other office skills.

Starting Date: Immediate

Availability: MUST be able to work various 3-4 hour shifts Monday through Friday, rotating Saturdays, and periodic on-call weekends with advanced notice.

Hours per week will vary from 10-15 hrs/week, and an 8-month commitment will be required.

Duties include: An individual in this position will collect urine drug screens, answer phones, schedule appointments, distribution of legal documents, filing, taking and recording vital signs, light office maintenance.

Requirements: MUST be detail oriented, have strong organizational skills, good penmanship, and excellent work ethic. Ability to work independently, multitask, and follows directions with limited supervision. Should possess some medical terminology, previous office setting skills, and quality phone etiquette. Experience with WORD and EXCEL computer programs. A candidate's specific training in collecting specimens is not as important as their innate ability; willingness to learn the new collection procedures and be able to work with little or no supervision after one-month training period is completed. Qualified candidates must be 'people' oriented, self-starters, enjoy interacting with clients, and have spent some time in other public environments. A pre-employment drug screen and US CITIZENSHIP is required.

Rate of Pay: \$Varies. Rate of pay will be discussed when an interview is granted. Details to follow.

General: A more detailed contract will be discussed during the interview process. The employee will be asked to sign a confidentiality agreement as AMS is in daily contact with many private issues.

To Apply: E-mail letter containing expression of interest, a resume, and school or other work schedules to amslaramie@gmail.com or mail hard copies to Advanced Medical Services, 409 Bradley St. Ste. 3, Laramie, WY 82072. No Walk-ins. Application deadline is October 22, 2021.

409 Bradley Street #3 τ Laramie, WY 82072 τ Office: (307) 755-1507 τ Fax: (307) 755-5666

On-Site Drug & Alcohol Screening τ Mobile Services