



**LAC COURTE OREILLES  
COMMUNITY HEALTH CENTER**  
13380 W Trepania Road • Hayward, Wisconsin 54843-2186

**Telephone: 715-638-5100**  
**Administration Fax: 715-634-6107**  
**Medical Records Fax: 715-634-2740**

**Position:** Chiropractic Technician and Transcriptionist

**Location:** Lac Courte Oreilles Community Health Center

**Hours:** Monday through Friday 40 hours a week  
8:00am-4:30pm or as assigned

**Salary Range:** \$15.00 -\$20.00 depending on qualifications and experience

**Posting Date:** August 10, 2020

**Closing Date:** August 21, 2020

**Description of Position:**

The Chiropractic technician will do “adjunctive services” means which are preparatory or complementary to the chiropractic adjustment of the spine and or skeletal structure, or both. The position will require entering transcription into the medical records.

**Qualifications:**

- WI Chiropractic Technician Certificate preferred
- Exercise Rehabilitation Certification preferred
- Must have High School Diploma or Equivalent required
- Post High School courses in health related fields are preferred
- Understanding of Health Information Management preferred
- Mantoux TB test current
- Have completed Hepatitis B series
- Possess strong oral presentation skills
- Ability to maintain confidentiality and observe all requirements of the Federal Privacy Act and HIPAA regulations
- Valid Wisconsin Driver’s license
- Valid Vehicle Insurance
- Proficient in Intergy Electronic Health Record preferred

- CPR Certified
- Be able to pass pre-employment and random drug test screening
- Be able to pass a background check

### **Major Duties and Responsibilities:**

1. Responsible for preliminary patient history or gather the baseline data regarding the patient, including the nature of the Chief complaint, medication list, family history, and medical history.
2. Transcription of patient information into the medical records.
3. Obtains vital signs, record pain scale and functional outcomes etc. and prepares patient for examination.
4. Coordinating in-house referrals to the appropriate department as directed.
5. Coordinating outside patient referrals to the referral coordinator as directed.
6. Responsible for ordering supplies and stocking supplies for the chiropractic department.
7. The Chiropractic Technician may be delegated physiological therapeutics. If they are certified to carryout based on their training certificates.
8. Sets up examination room and cleaning of rooms for the next patient for infection control purposes.
9. Work as a team player to deliver high quality, compassionate care to our patients.
10. Assists with patient education as directed.
11. Maintain certification and educational requirement for the position and provide them to the Director of Chiropractic Services and Human Resources Director.
12. Charts concisely, descriptively, and legibly.
13. Addresses all patient and coworker contacts in a customer friendly and professional manner.
14. Identify problems as it relates to their job and present it to the Chiropractic Director with any recommendations.
15. Skill in exercising a high degree of initiative.
16. Skill in establishing and maintaining effective working relationships with patients, staff and the public.
17. Maintains timely and efficient flow of patients during the clinical day.
18. Be able to lift 50 lbs.
19. Reporting of Adverse Incidents.
20. Perform other duties as assigned by the Director of Chiropractic Services.

**Supervision and Guidance:**

The Chiropractic Technician reports directly to the Director of Chiropractic Services with oversight by the Health Director.

**\*Applicants for employment with the Lac Courte Oreilles Community Health Center must submit with the completed application form additional documents including the following:**

**Letter of Interest**

**Resume**

**Credentials**

**Proof of Stated Qualifications**

**Three (3) current Letters of Recommendation**

**Academic Transcripts**

**Application Information:**

Applications may be obtained from and submitted to:

Lac Courte Oreilles Community Health Center  
Human Resources  
13380W Trepania Road  
Hayward, Wisconsin 54843  
715-638-5132  
715-634-6107 FAX  
sklecan@lcohc.com

*The Lac Courte Oreilles Community Health Center is an equal opportunity employer. Native American Preference will be given to candidates of equal or comparable qualifications.*

08/10/2020