



BROWNSVILLE

Grandpa & Grandma Primary Home Care

Clerk

WORKINTEXAS Job Posting # 16730991

Salary: Discussed at time of Interview

Record minutes of meetings and transcripts. Answer the telephone, distribute messages, and redirect calls to the appropriate department. Maintain company files and records to ensure they remain updated. Manage basic bookkeeping duties. Prepare and mail bills, contracts, and invoices. Help with office management and organization processes. Track inventory of office supplies and inform the management about any shortages. Plan and book travel arrangements and venues for company events. Schedule meetings and plan various department activities and calendars.

C & J Logistical Services Inc

Forklift Driver

WORKINTEXAS Job Posting # 16734005

Salary: Discussed at time of Interview

Forklift drivers, drive industrial trucks and specialize in warehouse transportation. Their primary responsibilities include loading and unloading warehouse material, optimizing loads to ensure operational efficiency and identifying damages to vehicles.

Graciela Leija MD PA

Medical Billing Specialist

WORKINTEXAS Job Posting # 16755095

Salary: \$15 - \$18 / HR

We are looking for someone with experience in Medical Billing, preferably 1 1/2 years of experience. We are an Internal Medical Office. Responsibilities include knowledge in the following: Able to use a computer (Microsoft Office, check emails, etc.), CPT, ICD 10 codes, claim creation, payment posting, appeals for claim denials, calling insurances, paper claims. Experience in eCW a plus but not required, will train. Flexibility a must. English & Spanish preferred.

BROWNSVILLE

Caring For You Home Health Inc

Provider / Attendants

WORKINTEXAS Job Posting # 16755651

Salary: \$12.25 / HR

Monitor the health status of an individual with disabilities or illness, and address their health-related needs, such as changing bandages, dressing wounds, or administering medication. Work is performed under the direction of offsite or intermittent onsite licensed nursing staff. Provide assistance with routine healthcare tasks or activities of daily living, such as feeding, bathing, toileting, or ambulation. May also help with tasks such as preparing meals, doing light housekeeping, and doing laundry depending on the patient's abilities.

Medical Associates of Brownsville

Certified Medical Assistant (CMA)

WORKINTEXAS Job Posting # 16752282

Salary: Discussed at time of Interview

Preparing patients: CMA's prepare patients for exams by escorting them to treatment rooms and ensuring the exam room is clean and stocked. Taking vital signs: CMA's take vital signs such as blood pressure, heart rate, and temperature before a patient sees a doctor. Collecting medical histories: CMA's collect detailed health history reports from patients. Drawing blood: CMA's draw blood samples and send them to a lab for testing. Scheduling appointments: CMA's help new patients schedule appointments and ensure follow-up appointments are made on time. Instructing patients: CMA's instruct patients on medications they need to take and special diets they should follow. Maintaining medical records: CMA's enter patient data into the computer system, including medical histories and vital signs. Experience with E Clinical Works Software is a plus.