

**Fulbright Neuropsychology has an immediate opening for a front office coordinator.** This is a busy and demanding position that requires strong organizational skills, excellent people skills, and outgoing and friendly personality, and the ability to communicate effectively.

We are a clinical neuropsychology clinic with five service providers and two administrative staff. Our front office is busy, with considerable phone traffic. The individual in this position needs to communicate with patients in a friendly and inviting manner, communicate with other healthcare providers' offices, agencies that refer us cases, attorneys, and legal records services. Although billing is handled by another person, this individual will be required at times to collect payment and/or process credit card payments.

Our current person in this position has been with us for three years and will begin performing clinical work in December. She has done a masterful job of managing this position over this time and has been a tremendous asset to our practice. When people come for their appointments, they already know our front person and are anxious to meet her. She is well-known by all other professionals with whom we interact in the community. Obviously, this position carries tremendous weight in the practice, as it is the first contact that most people have with our office, and this is the person with whom patients and other agencies will have much contact. Keeping our relationships with these agencies stable and productive is of utmost importance.

The applicant should have front office experience, preferably in a medical setting, although other backgrounds with similar demands will be equally considered. Given the size of our practice and the effort involved in training an individual for this position, we will only consider applicants who intend to stay in the job for an appreciable period of time.

Fulbright & Associates, P.C. offers a competitive salary for this position. We also offer very good health insurance (75% funded by employer) two weeks paid vacation, and six days sick time per year. Other group benefits may be available.

Please be advised that we will thoroughly check references and run a background check (criminal and credit) on all applicants.

Please be aware that we serve a population of patients with brain impairment due to conditions ranging from traumatic brain injury to dementia, and our patient population oftentimes needs patience and compassion. We are very passionate about our mission in providing services to these patients, and we will expect the applicant to share our passion and convey that to our patients

through their interaction with them.

***To find out more contact Richard Fulbright, Ph.D. via email at [DrFulbright@FulbrightRehab.com](mailto:DrFulbright@FulbrightRehab.com). Please include a full resumé with references as well as an introductory letter expressing your interests and the assets you can bring to our organization.***

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