



## Morrow Chiropractic Job Application – Front Desk Administrative Assistant

**Mission-** We are committed to delivering individualized, scientific, and compassionate care that addresses the root cause of pain and dysfunction, rather than just symptoms.

**Vision-** Create a healthcare facility for thousands of patients to utilize for achieving their health goals.

**Values-** ICARE - Integrity Compassion Accountability Respect Empathy

### Applicant Information

Full Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Address: \_\_\_\_\_

### Position Applying For: Front Desk Secretary

Language Proficiency

Are you fluent in English?  Yes  No

Are you fluent in Spanish?  Yes  No

If bilingual, how comfortable are you with translating medical or chiropractic terms?

Very comfortable  Somewhat comfortable  Not comfortable

### Work Experience

Have you worked at a chiropractic clinic before?  Yes  No

If yes, please provide details:

- Clinic Name: \_\_\_\_\_
- Position: \_\_\_\_\_
- Duration of Employment: \_\_\_\_\_



- Key Responsibilities: \_\_\_\_\_ If no, have you worked in any healthcare or office setting before?  Yes  No

If yes, please provide details:

- Company Name: \_\_\_\_\_
- Position: \_\_\_\_\_
- Duration of Employment: \_\_\_\_\_
- Key Responsibilities: \_\_\_\_\_

### Skills & Qualifications

- Experience with scheduling appointments?  Yes  No
- Comfortable answering phone calls and assisting patients?  Yes  No
- Experience handling insurance and payments?  Yes  No
- Proficient with office software (e.g., scheduling software, spreadsheets)?  Yes  No
- Comfortable explaining basic chiropractic procedures to patients?  Yes  No
- Experience with patient intake forms and medical history documentation?  Yes  No
- Able to manage patient flow during busy hours?  Yes  No
- Familiar with Electronic Health Record (EHR) systems?  Yes  No
- Knowledge of chiropractic or medical billing software?  Yes  No

### Availability

Are you available to work:  Full-time  Part-time Days available:  Mon  Tue  Wed  Thu  Fri  Sat Preferred shift times: \_\_\_\_\_

Your Goals for This Role

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_



Why Do You Want to Work at Morrow Chiropractic?

(Briefly explain what interests you about this position and how you can contribute to the clinic.)

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Problem Solving & Teamwork

Describe a time when you handled a difficult patient interaction. How did you resolve it?

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How do you prioritize tasks when managing multiple patients and phone calls at once?

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Additional Information

Is there anything else you'd like us to know about you or your experience?

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Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**IMPORTANT:** Please ensure that this application form, along with your Resume and responses to the **Supplemental Questions** form, are completed and submitted together. Incomplete applications may not be considered.