Pain Management Assistant

Application Deadline: July 15, 2019

Essential Job Functions and Responsibilities

- Process all registrations for pain management services and renewals in accordance to BME/MLC rules
- Conduct Prescription Drug Monitoring queries on Pain Management applicants
- Request and analyze Federation of State Medical Board Physician Data Center reports

Required Qualifications

- High school diploma or equivalent; some college preferred
- Proficient in Microsoft Word and Excel
- Typing speed of at least 50 wpm with a high rate of accuracy
- Able to effectively prioritize and meet deadlines
- Able to discretely handle confidential and sensitive information
- Excellent written and oral communication skills
- Courteous and professional demeanor

This job description is not designed to cover or contain a comprehensive listing of all activities, duties, or responsibilities that are required of the employee. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.

Application Process

All cover letters and resumes should be mailed or emailed to:

Edwin Rogers
PO Box 946
Montgomery, AL 36104
erogers@albme.org

Submissions must be postmarked or emailed by the closing date of this announcement. Applicants must indicate whether they are willing to relocate to Montgomery, Alabama. Relocation expenses will not be paid.

Number of Positions: One