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Administrative & Office Support

Each administrative and office support applicant is given a customized skills assessment utilizing Qwiz, an industry leader in competency assessments and state-of-the-art online software programs. We find the right people with the right skills to meet your assignment needs. Qwiz evaluates each applicant's skill on various computer software applications, including data entry, spreadsheets, word processing, medical terminology, database, finance, graphics, and *many* others for speed and accuracy. There are currently over 520 assessments in total and customized assessments can be developed, should it be requested.

All administrative applicants must possess a minimum of 6 months continuous experience in their field and minimally a high school diploma or G.E.D. equivalent.

Intrastaff is also able to assist if you have already identified a candidate. We can put your candidate through the employment process quickly so that the waiting time is minimal. If the candidate you want to utilize does not meet the Independent Contractor test, we will hire them through Intrastaff and function as the employer.

Whether you need a qualified employee for a day, a week, a month, or long-term, we'll connect you with the best candidate. Intrastaff fills many positions including, but not limited to:

- Administrative Secretaries
- Receptionists
- Patient Service Coordinators
- Patient Financial Service Representatives
- Staff Assistants
- Inventory Management Clerks
- General Office Support
- Data Entry Operators
- Medical Billers
- Certified Medical Coders
- IT Professionals
- and many more....

To request one of our office support staff, please call (410) 583-2950 and press "4".