

# **Ready To Be An Assistant For Us? Read On To See If We'd Be A Good Fit!**

## **Our Mission**

We would like to welcome you to Kingwood Chiropractic Associates. We have served thousands of people with quality chiropractic care throughout the Lake Houston area. We work hard to bring better health and wellness to the community.

## **Our Founders**

Our founders, Dr. Kyle Buchan and Dr. Cody McComb both made the decision to become chiropractors long ago after experiencing the great benefits of chiropractic for sports injuries and improving performance.

The Doctors opened Kingwood Chiropractic Associates in 2004 and moved their families to the area. The office has grown significantly since that time and has been a finalist for Small Business of the Year twice (2006 and 2010), as well as Healthcare Practitioner of the Year in 2011.

## **Our People**

Our doctors have received extensive training in the treatment and management of the neuromusculoskeletal system. In addition to chiropractic, they have achieved board certifications in nutrition and acupuncture.

At KCA, we help patients from an acute onset of symptoms through their resolution and into wellness chiropractic care. We enjoy treating families and encouraging maintenance care that is right for everyone. We have a strong philosophy based on wellness. We seek to find the underlying health problems of every patient. When we find that their problem is consistent with the spinal misalignments, we go right to work on correcting and supporting the spine. Our care is based on overall musculoskeletal wellness.

The goal of every team member at KCA is to continue to serve the Lake Houston area with the highest quality chiropractic care in a sincerely caring environment of true service.

We have no greater asset than these men and women who attend and care for the people we have been called to serve. We believe their training and development to their highest potential is an integral part of reaching that worthy goal.

## **Our Invitation and Challenge**

We welcome you to KCA and hope you become part of our team dedicated to health and excellence. We expect everyone working side by side with us to be dedicated, creative, and interested in our growth as a team, clinic system and force for health.

## **Front Desk/Chiropractic Assistant Position**

**JOB DESCRIPTION:** The cornerstone of a great Chiropractic Assistant is their attitude, care for their patients, and accuracy and efficiency in their work. These qualities make the difference in our office and our patients' satisfaction.

The chiropractic assistant will often be the first contact with a patient either by phone or greeting them at the front desk. They will learn procedures that reflect the values of KCA so that that each patient will have a very similar experience yet tailored to their problem.

The Front Desk CA will get to know patients from the beginning to the end. The assistant will be required to answer phones, schedule appointments, greet patients with a smile, escort patients to exam rooms, collect payments, file, and call on insurances. In addition, the CA will be trained to assist patients with certain therapies at times.

The chiropractic assistant is expected to be on time at the office during office hours, 15 minutes before the first patient and 15 minutes after the last patient.

This document is by no means all encompassing. We hope to present a general understanding of what it is like to work at KCA.

We are looking for a person who will help us grow and lead people to better health; a person that will add value to the office and will be a benefit to us as much as we can benefit you. We discourage someone who just wants a "job".

**Does This Sound Like You? Send Your CV with Application To  
info@kingwoodchiro.com or via fax at (281)359-2647.**

***We look forward to meeting you!***