



# Allergy Services of America, LLC

*“Providing compassionate and patient centered care”*

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## ALLERGY TECHNICIAN

Allergy Services of America (ASA) is seeking LPN’s or RN’s to serve as Allergy Technicians in our clinics located in Seymour, Texas.

Allergy Technicians will perform general tasks, and also perform specialized duties, including allergy tests, skin tests, preparation of custom allergy serums and injections. The ideal candidate must possess strong interpersonal skills, and demonstrate outstanding communications skills, attention to detail and be able to keep accurate records.

The ideal candidate will be expected to perform the following duties and responsibilities:

### Responsibilities:

- Ensure that patients complete all necessary paperwork and that insurance eligibility is verified for each patient prior to test and immunotherapy as needed.
- Track patient compliance. Will ensure patients progress by following up with the patient and ensuring medication is picked up on a timely basis.
- Responsible for educating patients on administering injections with medication.
- Facilitate the billing process in conjunction with office manager.
- Build rapport with provider and office staff.
- Develop and maintain an understanding of the general characteristic and application of all ASA product categories. Understand features and benefits, for all products offered to patients.
- Responsible for the overall effectiveness of the immunotherapy process to include the administration of quality allergy testing, and the formulation and preparation of the allergy medication.
- Responsible for implementing strategic goals and objectives of the company pertaining to assigned clinics productivity.
- Responsible for the security and maintenance of inventory levels. Make sure that inventory is ordered and delivered in a timely manner.
- Demonstrate strong computer skills in a Windows environment. Use basic productivity software suite of programs, spreadsheets, word processing and emails, along with specific ASA database software.



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## Requirements/Skills:

- Each ASA team member is an ambassador that will be representing our core values and principles.
- A minimum of an Associate Degree. Completion of training programs, as required.
- Work experience in a health related environment.
- Strong computer skills including in basic productivity software suite of programs for word processing, spreadsheet and email, along with specific database and back office software.
- Excellent customer service skills. Demonstration of accuracy and thoroughness. Planning and organization skills. Observation of safety and security procedures.
- Allergy experience is a Plus but not required.

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### ➤ **Equal Employment Opportunity**

ASA is committed to the principle of Equal Employment Opportunity for all employees and applicants. It is our policy to ensure that both current and prospective employees are afforded equal employment opportunity without consideration of race, religious creed, color, national origin, nationality, ancestry, age, sex, marital status, sexual orientation, or disability in accordance with local, state and federal laws.

### ➤ **Americans with Disabilities Act**

Applicants as well as employees who are or become disabled must be able to perform the essential job functions either unaided or with reasonable accommodation. The organization shall determine reasonable accommodation on a case-by-case basis in accordance with applicable law.

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## Location:

Seymour, Texas

## Submit your Resume to:

admin@asallc.net

Fax: (919) 240-4962