

- Administrative Assistants & Secretaries
- Admission & Enrollment Specialists
- Accounting & Collections Specialists
- Insurance Billers/Coders/Verification Specialists
- Medical Records Personnel
- Medical & Dental Office Clerks
- Patient Care & Customer Service Representatives
- Practice Managers & Office Administrators
- Receptionists & Front Desk Personnel
- Transcriptionists & Scribes



Medical & Dental Office Staffing



As an independent and locally owner-managed business in operation since 1999, we provide your organization with responsive, first quality and individualized service second to none.

We provide medical and dental office/administrative personnel for hospitals, physician & dental offices and healthcare facilities located throughout Orange County.

HB Staffing - What We Offer

HB Staffing Medical and Dental Office Division focuses on the staffing needs of the medical and dental industry. We provide office/administrative personnel for hospitals, physician & dental offices and healthcare facilities located throughout Orange County, California.



Our success in supporting the temporary staffing requirements for medical organizations is based upon our long-term professional commitment to recruiting for/managing the specialized staffing needs of clients who demand the best "front line" staffing support.

HB Staffing Medical and Dental Office Division provides placement services for temporary, temp-to-hire and direct hire/permanent personnel.

We know that the men and women whom we place with our clients play key roles in supporting our medical clients. WE place our Five Star administrative field associates with *your* goals and success in mind!

Our clients continually comment on the unusually high quality and professionalism of our staff – a quality they say they don't find in other staffing suppliers.

Division of HB Staffing Group

We Recruit, Test, Check and Certify "Ready for Primetime!"

When considering HB Medical personnel for placement we focus on their overall character, interpersonal skills and experience.

- ✓ Each applicant is thoroughly interviewed 'face-to-face' and is subjected to specific/relevant medical skills tests, past employment/reference verifications and criminal background checks.
- ✓ Our orientation process focuses on preparing candidates to meet or exceed our client's specific requirements.

Candidates Must Meet HB Staffing Five Keys to Success:

- Attitude
- Appearance
- Aptitude
- Attendance
- Adherence to company rules and policies

With **Temp and Temp-to-Hire Placements**, we provide:

- Payroll administration
- Personnel records management
- Payroll taxes, unemployment and workers' comp
- Liability, errors & omissions and bonding insurances coverage

We bill clients weekly and provide a substantial Discount to those who choose our AutoPay billing solution: credit card or electronic check payments.

For **Direct Placements**:

Our fee is 15% of the employee's annual salary with a 60-day guarantee.

Our company President, **Cathy Vee**, has been in the staffing industry for 33 years. In addition to owning and managing staffing companies, she is recognized world-wide as a trainer and consultant to the staffing industry. Cathy oversees a staff trained and committed to the industry's *Best Standards*.

