



From  
Anesthesiology  
to  
Urology...

Accounting  
to X-Ray  
Technology...

Medicus Staffing  
has a medical or  
dental office  
staffing solution  
for you!

## **OUR MISSION**

**“By our unwavering  
commitment to excellence,  
service and superior  
value, we strive to be  
recognized by our clients,  
candidates and  
competitors as the  
preeminent provider of  
medical and dental office  
staffing solutions.”**

**Cost Effective,  
Quality Conscious,  
Risk Averse,  
Value Added:**

**How We Work:**

■ **Medicus temporary, temp-to-hire and direct hire programs can give you the best available person at a cost that's usually lower than internal recruiting costs. To demonstrate this, ask us for a detailed cost analysis. Our search and recruiting systems find and attract the very best medical and dental office professionals. We search the entire universe of candidates, not just those who respond to ads or post their resumes on job boards. Our temp-to-hire and guaranteed direct hire programs offer significantly reduced risk from hiring on your own. Lower cost, lower risk and higher quality combined produce maximum value for your recruiting investment for your practice.**

■ **Client Driven Service**

At Medicus, we are dedicated to customer service. Before we refer a medical office professional to your practice, we'll get to know you and your organization from your practice areas to your computer system to your culture. Then we will determine a profile of the person you need considering skills, experience and your organization's needs. We will help you develop a budget for the position, evaluate the duration of your needs and recommend strategies that fit your needs. Once we have completed job specifications, we are prepared to develop candidate pools and select qualified candidates.

■ **Meticulous Screening**

We continuously search the market for skilled medical office professionals. Our extensive network allows us to readily find qualified candidates for most office roles. When we identify candidates, they are subjected to an extensive evaluation process including:

- **Detailed candidate application/skills inventory/preference analysis**
- **In depth face-to-face interview and evaluation**
- **Reference checks and degree/certification verification (upon request)**
- **Background investigation (as needed or upon request)**
- **Drug and nicotine screening (upon request)**

■ **Guaranteed Results**

Once qualified candidates are identified, we stay focused on solving your needs by:

- **Presenting only selected qualified candidates**
- **Facilitating the hiring process as needed**
- **Providing negotiation and closing assistance as needed**
- **Following through to assure a successful assignment or hire**

**Practical  
Solutions  
For Your  
Staffing  
Needs:**

**Cost of Medicus**

**Temporary  
Employee vs.  
Your Permanent  
Employee**

**TEMPORARY STAFF**

The best way to fill short term or indefinite needs. Provides maximum flexibility to manage staff resources. Add or reduce staff as needed. The temporary employee is employed by Medicus and assigned to your practice. All costs (salary, payroll taxes, insurance, and benefits) are included in an hourly rate.

**TEMP-TO-HIRE**

Combines the flexibility of temporary staff with the opportunity for an extended trial period before hiring. When you are satisfied the temporary employee meets your needs they may be converted to your payroll. This is a very low risk method to recruit, evaluate and hire permanent staff.

**DIRECT HIRE**

Appropriate when a search is required to find an outstanding candidate with specific skills and experience. Provides maximum size candidate pool as all presently employed candidates are considered. A search/recruiting fee calculated on starting base salary is paid for finding an ideal candidate that is immediately hired by your organization. The search fee is comparable to internal hiring costs. However, a much larger candidate pool is developed and risk is minimized by the Medicus guarantee.

\$16.67 Base Salary  
 \$2.50 Payroll Taxes  
 \$2.50 Overhead  
 \$5.00 Benefits  
 \$0.83 Recruiting & Training

**YOUR PERMANENT  
EMPLOYEE**

**\$27.50**

No additional Cost

**MEDICUS  
TEMPORARY  
EMPLOYEE**

**\$20.00**

## **Positions & Functions**

### **ADMINISTRATIVE**

**Accounts Receivable**

**Accounts Payable**

**Administrative  
Assistant**

**Billing/Coding**

**Claims Processing**

**Collections**

**Medical Records**

**Insurance**

**Office Manager**

**Payroll**

**Receptionist**

**Referral Coordinator**

**Scheduler**

**Transcriptionist**

### **CLINICAL**

**CNA**

**Dentist**

**Dental Assistant**

**Dental Hygienist**

**Lab Technician**

**LPN**

**Medical Assistant**

**Medical Doctor (MD)**

**Nurse Practitioner**

**Phlebotomist**

**Physicians Assistant**

**RN**

**Radiologic  
Technologist**

**Surgery Technician**

**Therapist**

**Ultrasound  
Technician**

**X-Ray Technician**

## OUR RECRUITERS

### **Abby Baker**

**Abby Baker is the Recruiting Operations Manager for Medicus Staffing. Abby has 10+ years of experience in sales and recruiting.**

**Abby handles territories nationwide with a focus on the mid-Atlantic states. Abby has a well-developed client and candidate base in Virginia, Kentucky, North Carolina & South Carolina.**

**Abby earned her Bachelor's degree in Political Science from Virginia Commonwealth University. Prior to joining the Medicus team, Abby's past professional experience has been in the fields of Brand Development Management, Sales, Talent Acquisition and Retention.**



## OUR OFFICES

### **RICHMOND**

**6800 Paragon Place  
Suite 115  
Richmond, Virginia 23230  
Phone: 804-282-1159  
Fax: 804-282-2652**

### **HAMPTON ROADS**

**440 Monticello Ave.,  
Suite 1800  
Norfolk, Virginia 23510  
Phone: 757-747-1420  
Fax: 757-627-7834**

### **NOVA**

**1765 Greensboro Station Place, Suite 900  
McLean, VA 22102  
886-990-6036 (phone)  
877-282-2652 (fax)**

### **Raleigh**

**3737 Greenwood Avenue, Suite 100  
Raleigh, NC 27612  
886-990-6036 (phone)  
877-282-2652 (fax)**

### **Charlotte**

**5960 Fairview Road, Suite 400  
Charlotte, NC 28210  
886-990-6036 (phone)  
877-282-2652 (fax)**

**[recruiters@medicustaff.com](mailto:recruiters@medicustaff.com)  
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