



From  
Anesthesiology  
to  
Urology...

Accountant to  
X-ray  
Technician...

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**
- **Extensive testing**
- **Reference checks and degree/certification verification**
- **Background investigation (as needed or 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. During the trial period determined by you, it works just like a temporary assignment. 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**

## Specialties:

**Anesthesiology  
Cardiology  
Dental/Orthodontics  
ENT & Allergy  
Family Practice  
Internal Medicine  
Laboratory  
Neurology**

**OB-GYN  
Ophthalmology  
Orthopedics  
Pathology  
Pediatrics  
Radiology  
Surgery  
Urology**

## Positions & Functions

### **ADMINISTRATIVE**

**Accountant  
Accounts Receivable  
Accounts Payable  
Administrative  
Assistant  
Billing/Coding  
Claims Processing  
Collections  
Computer Staff  
Front Desk  
Medical Records  
Insurance  
Office Manager  
Payroll  
Receptionist  
Referral Coordinator  
Scheduler  
Telephone Operator  
Transcriptionist**

### **CLINICAL**

**CNA  
Dentist  
Dental Assistant  
Dental Hygienist  
EMT-B  
Lab Technician  
LPN  
Medical Assistant  
Paramedic  
Phlebotomist  
Physicians Assistant  
RN  
Radiologic Technologist  
Surgery Technician  
Therapist  
Ultrasound Technician  
X-Ray Technician**

## OUR RECRUITERS

Mary Paige Price is a Healthcare Recruiter with Medicus Staffing in the Richmond office. Mary Paige joined the Medicus team with over 10 years of healthcare recruitment experience. She earned her B.S. in Psychology from Virginia Commonwealth University, her PHR certification and is currently working towards a MBA with an emphasis in Human Resources.



Janine Roman is a recruiter in the Hampton Roads office of Medicus Staffing. Prior to joining Medicus, Janine worked as a recruiter for the past several years in the Hampton Roads area. She came to Hampton Roads by way of California where she worked as a producer for the film industry.

## **OUR OFFICES**

### **RICHMOND**

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

### **HAMPTON ROADS**

**300 East Main Street, Suite 450  
Norfolk, Virginia 23510  
Phone: 757-747-1420  
Fax: 757-627-7834**

### **NORTHERN VIRGINIA**

**8300 Greensboro Drive, Suite 800  
McLean, VA 22102  
Phone: 703-752-5713  
Fax: 877-282-2652**

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