



Medical Receptionist

We are currently expanding our team and are looking for a full-time or part-time medical receptionist to join our busy practice. This role includes, but is not limited to the following tasks:

Duties and Responsibilities:

- Patient registration, scheduling, data entry and processing.
- Educates patients regarding benefits and collects patient payments, at point of service.
- Complete and accurate management of patient data in practice management system.
- Verify health insurances and obtain referrals.
- Organize and maintain medical records.
- Miscellaneous administrative tasks including, but not limited to scheduling, transportation, filing, faxing, etc.
- Must have a clear understanding of company policies including the company manual

Requirements

Knowledge, Skills, and Abilities:

- Exceptional Customer Experience – Understands and anticipates customer needs, takes action to meet customer's needs and strives to exceed their expectations.
- Proactive- Keep others informed. Ask for help when needed, brings service challenges to supervisor.
- Drive for Results – Strives for improving the delivery of services with a commitment to continuous improvement.
- Focus on Efficiency – Utilizes technology, innovation, and process improvements to continuously improve efficiency and effectiveness.
- Teamwork- Participates as a team member and establishes strong working relationships with teammates and across the organization.
- Celebrates Change- Receptive to new ideas and responds to changes with flexibility and optimism.
- Continues Learning and Improvement- Acknowledges own strengths and development needs and works to strengthen capabilities.

Education:

- High School Diploma or equivalent

Typical Physical Demands:

- Sitting, Standing, Bending, Reaching, Stooping, Walking and Lifting
- Ability to see, hear, and speak with sufficient capability to perform assigned tasks
- Driving independently to other facilities

Our full-time employment package offers:

- Medical, dental, and vision insurance begins first day of the month following date of hire
- FSA and HSA
- Paid long-term disability (LTD)
- Paid LIFE and AD&D insurance
- Paid Time Off (PTO) and holidays
- 401k Plan

We are committed to a policy of non-discrimination and equal employment opportunity. All patients, employees, applicants, and other constituents of our clinical groups will be treated with respect and dignity regardless of race, national origin, gender, age, religion, disability, veteran status, marital/domestic partner status, parental status, sexual orientation, and gender identity and/or expression, other dimensions of diversity or common human decency. We value diversity in thought and culture and welcome highly skilled, capable, competent, collegial members to our team.