

Growing and busy Sports Medicine and Family practice is seeking a qualified medical professional to join our patient-oriented team.

Job Title: **Medical Office Receptionist - Part Time - Immediate Need**

\*\* Full-Time Position - approximately 16-20 hours/week \*\*

Great Position for a new grad or someone looking to re-enter the workforce \*\*

Required to work: Monday, Tuesday, Wednesday and Thursday from 4pm to 8pm and Saturday mornings from 8am-12pm

\* Hourly Rate: 12.25 / hour \*

Company Benefits include a PTO (Paid Time Off) Bank & 401(k) retirement plan with a company match. At this time, the company does not offer a medical/dental plan.

**Please respond with Covering Letter, Resume and *provide an email address and/or phone number where you can be contacted. Please complete the skill assessment.***

***APPLICATIONS WITHOUT THE REQUESTED INFORMATION MAY NOT BE REVIEWED***

**Job Duties:**

- Welcomes patients and visitors by greeting them, in person or on the telephone; answering or referring inquiries.
- Optimizes patients' satisfaction, provider time, and treatment room utilization by scheduling appointments in person or by telephone.
- Keeps patient appointments on schedule by notifying the provider of patient's arrival; reviewing service delivery compared to schedule; reminding provider of service delays.
- Comforts patients by anticipating patients' anxieties; answering patients' questions; maintaining the reception area.
- Ensures availability of treatment information by filing and retrieving patient records.
- Maintains patient accounts by obtaining, recording, and updating personal and financial information.
- Obtains revenue by recording and updating financial information; recording and collecting patient charges; controlling credit extended to patients; filing, collecting, and expediting third-party claims.
- Pre-certifies diagnostics procedures and communicates instructions to patients
- Maintains business office inventory and equipment by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies; scheduling equipment service and repairs.
- Protects patients' rights by maintaining the confidentiality of all patient information.
- Maintains operations by following policies and procedures; reporting needed changes.
- Contributes to team effort by accomplishing other duties and activities, as needed.

**MINIMUM QUALIFICATIONS:**

Education and experience equivalent to:

High school diploma or equivalent, plus additional work related experience.

Familiarity with medical offices and EMR systems are a plus.

Environmental/Working Conditions: Normal office environment.

Work Hours may be increased or shortened as business needs dictate.

Job Type: Part-time

Pay: \$12.25 per hour