

MEDICAL RECEPTIONIST / FRONT DESK

We are looking for a motivated Medical Receptionist to join our thriving single specialty medical practice! The Medical Receptionist will be in charge of all aspects of welcoming and preparing the patients, families, and visitors to the office.

Responsibilities:

- Greet patients professionally both in person and on the phone.
- Register patients (i.e. enter insurance and demographic information and collect consent forms).
- Assemble and maintain patient medical records and charts.
- Notify patients of copay and deductible responsibility and collect patient charges.
- Perform certain administrative functions to ensure efficient operation of the office, including distribution of mail, faxes, scheduling patient follow-up visits and procedures, all while maintaining the confidentiality of patient information.
- Comfort patients by anticipating anxieties and effectively answering questions or properly referring questions and issues to ensure patient satisfaction.
- Keep the front desk, waiting area and check-out organized and running smoothly.

Requirements/Skills:

- Minimum education: high school diploma or equivalent.
- Technological skills, such as using word processing and spreadsheet programs to enter data (MS Office).
- Excellent interpersonal skills to interact positively with patients who may be upset or stressed.
- Communication skills to converse clearly over the telephone and in person with staff and patients.
- Organization and time management to manage a variety of tasks effectively.
- Attention to detail to schedule patients correctly and communicate follow-up/prep instructions.
- 1-2 years of administrative assistant experience preferred.
- Familiarity with Epic and HIPAA preferred.
- Current Basic Cardiac Life Support Certification encouraged.

All interested candidates should apply by sending their cover letter and resume directly to HR@suburbangi.com