

Medical Receptionist Job Summary

Our Thriving Integrated sports medicine practice needs an experienced Medical Assistant/ Receptionist who can take over the administrative duties involved with coordinating patient and physician schedules as well as billing, bookkeeping, file management and office organization. We're looking for a professional who believes that patients should be treated as people rather than numbers in a file, and who understands compassionate service. The Job includes Significant amounts of multi-tasking, but the ideal candidate will know when to slow down, look patients in the eye and provide personalized service.

Medical Receptionist responsibilities

- Answer multi-line phones and either direct the caller to the appropriate party or handle the caller's needs yourself
- Greet patients upon arrival, sign them in and obtain insurance information and any other necessary data
- Provide patients with intake and new patient forms as well as copies of our office policies and legally required documents
- Post charges
- Process payments from patients for co-pays and uninsured visits
- Schedule appointments for new and recurring patients based on Provider availability
- Maintain hard copy patient records as well as the files stored in our EHR
- Call patients to remind them of upcoming appointments and to help them schedule testing for off-site services
- Provide patients with support and guidance as needed

Medical Receptionist skills

- High school diploma/GED required (Associate degree preferred)
- 2+ years' experience in medical assisting/medical reception
- 1+ years billing and posting experience

- Ability to handle a fast-paced environment and prioritize tasks based on importance
- Excellent communication and problem solving skills.

Part Time position 20-30 hours per week

Salary is commensurate based on experience