



## **Position: Medical Reception/Front Desk**

### **Care Center: Orthopedics, Sports, Spine & Hand**

We are a busy physician-owned medical practice looking for EXPERIENCED MEDICAL OFFICE RECEPTIONIST who is a patient's first point of contact. Applicant must be able to perform in a high volume medical office while providing quality patient care and attention to details.

Competitive pay/benefits. This is a FT position working Monday through Friday, closed on weekends and most holidays.

#### **Responsibilities:**

- Verify patient insurance and eligibility
- Prepare, maintain and obtain patient intake forms
- Obtain referrals
- Check patients in, verify demographics, insurance, collect co-pays and update account information
- Prepare all documentation and records with accuracy as directed or necessary for patient care
- Respond to record requests
- Answer phone calls courteously, collect and document detailed information and direct phone calls appropriately according to office protocols
- Efficiently provide basic office administrative support tasks such as mailing, faxing, sorting, typing, filing, etc
- Participate and contribute in a team-based environment
- Follow HIPAA regulations

#### **Qualifications:**

- Excellent customer service
- Insurance knowledge required
- Microsoft Office knowledge
- Centricity EMR helpful
- Typing 45+ WPM
- Strong phone communication
- Detail oriented
- Team player with ability to multitask
- Punctuality is a must

Benefits include: Medical, Dental, Life, Paid Holidays, Paid Time Off, 401(k) and Profit Sharing

Our staff not only enjoys full benefits and professional growth opportunities, but also an environment noted for diversity, community involvement, intellectual excitement, and collaboration.

We're interested in learning more about you and appreciate your taking the time to apply online. We are committed to employing a diverse workforce. *We welcome job applications from qualified individuals without regard to race, color, creed, religion, ancestry, national origin, age, sex, pregnancy, marital status, physical or mental disability, or any other protected characteristic. Minorities, women, disabled persons, and veterans are encouraged to apply.*

Job Type: Full-time

Pay: \$18.00 - \$20.00 per hour

Email resume to [lrussell@wwmedgroup.com](mailto:lrussell@wwmedgroup.com)