



## **PART TIME FRONT DESK RECEPTIONIST - Nephrology**

### **Job Description**

Western Washington Medical Group Department of Nephrology is seeking a part-time front desk receptionist. Basic hours are 9am – 3pm, Monday – Friday with some flexibility.

### **Duties include but not limited to:**

- Check in patients throughout the day.
- Make appointments and reminder calls.
- Verify patient insurance eligibility.
- Enter patient information and make necessary changes in patient account as needed.
- Answer telephone and transfer calls appropriately.
- Work recall report and send letters or make calls.
- Send chart notes electronically to referring physicians.
- Ordering medical supplies and maintain sample supplies.
- Obtain authorizations when needed.
- Screen new referred patients to verify need for an appointment, and make consult appointments.
- Print records from EPIC.

### **Job Requirements:**

- Basic working knowledge of computer programs. Knowledge of Centricity and EPIC EMRs are a plus.
- Ability to establish and maintain effective working relationships with staff, patients and providers.
- Ability to meet the physical demands of the required duties.
- Ability to cover for other receptionist on occasion.

### **Preferred:**

- Minimum of 2 years of medical office experience.  
Pay: Depends on experience.