



Position: Medical Receptionist

Specialty: Nephrology

Currently seeking a full time medical receptionist for our busy specialty clinic. Applicant must be dedicated to providing quality, efficient and friendly service to patients and visitors. Ability to multi-task and be flexible with good time management skills and attention to detail a must.

Duties include but are not limited to:

- Answering multi-line phone system.
- Scheduling patient appointments on EMR.
- Check messages from patients sent to the EMR.
- Checking patients in and out while also verifying information.
- Collecting co-payments or patient balances as needed.
- Obtaining insurance authorizations as needed. Insurance experience a plus.

We are looking for an organized individual who can problem solve quickly and work well in a team environment as well as independently. Medical experience preferred as well as EMR experience.

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.*

If you are interested in applying for this position, please send your resume to Melissa at melissa.danielson@wwmedgroup.com.