



Front Office Receptionist

SUMMARY

The Receptionist performs a variety of tasks in an organized and efficient manner, to include by not limited to: registration, updating insurance and demographic information, payment collections, insurance verification, answering multi-line phones, and appointment reminders. This position is responsible for welcoming patients to the practice, treating all patients in a professional and courteous fashion. The receptionist will provide a high level of customer service and promote a positive attitude to create a friendly, patient focused environment.

QUALIFICATIONS

1. Graduation from high school or equivalent plus six months of medical receptionist experience.
2. Prior administrative or clerical experience in clinical or community-based setting highly preferred.
3. Must be organized and detailed.
4. Must have excellent communication (verbal, listening, written) skills
5. Must be able to work effectively with multi-ethnic, multi-cultural staff and patient populations
6. Proficient in use of Electronic Medical Records preferred.