

Receptionist



JOB TITLE: RECEPTIONIST
JOB TYPE: NON-EXEMPT (HOURLY)
JOB STATUS: FULL TIME (30 HOURS PER WEEK)

I. JOB SUMMARY / OVERVIEW

➤ PrairieStar Health Center is seeking an experienced medical receptionist for our fast paced medical office. Responsibilities include greeting patients, assisting patients with registration, answering the phone, scheduling appointments and taking payments. Must have a positive attitude, excellent interpersonal skills, accurate data entry skills and attention to detail. Must be able to function independently. Maintain cordial and welcoming ambiance for all who enter our facility. Ensure all patients check in upon arrival and their information is updated in the practice management system.

II. PRIMARY DUTIES

Every effort has been made to include all duties; however, the omission of a specific statement of duties does not exclude the duty from the position if the work is similar, related or is a logical assignment of the position.

- Ensure all patients check in upon arrival for all providers.
- Handle patient's questions and problems quickly and effectively.
- Maintain current patient information in the practice management system (address, phone number, current insurance, etc.)
- Assist with scheduling patients' appointments.
- Ensure messages are handled in precise manner.
- Update demographic information daily.
- Ask for payment as patient checks in.
- Enter proof of income as patient checks in.
- Contact medical records if a patient needs to complete a Request of Information (ROI).
- Verify and balance all payments and charges each day.

III. EDUCATION / QUALIFICATIONS

- High school diploma or GED.

IV. EXPERIENCE / KNOWLEDGE / SKILLS

- One year experience as a receptionist.
- Experience in the medical field preferred.
- Demonstrate initiative and function independently.
- Demonstrate attention to detail.
- Must possess basic computer skills.
- Ability to speak, read, write and comprehend instructions in English.

V. PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to sit, use hands and fingers, handle or feel objects, reach with the hands and arms, talk and hear. The employee is required to stand, walk, climb and occasionally balance, stoop and kneel.