Job Description

Education and experience:

- High school diploma
- 1-2 year of relevant work experience
- Must have previous customer service experience an/or front desk experience in a medical setting

Abilities and Skills:

- Proficiency in Microsoft Office Applications, concentration on EMR and such software program
- Welcome and optimize patients satisfaction
- Keeps patient appointments on schedule by notifying the proper staff
- Maintain reception area
- Protects patients' rights by maintaining confidentiality of personal and financial information
- Maintains operations by following policies and procedures; reporting needed changes
- Maintain a positive attitude towards patients at all times and be able to handle stress as it arises
- Contributes to team effort by accomplishing related results as needed
- Perform other duties as assigned
- Ability to multi-task and work with a group of diverse individuals
- Able to communicate in both oral and written form
- Must be willing to travel between locations in area

Compensation and Benefits:

- PTO
- Health Insurance
- 6 Paid Holidays
- Dental Insurance
- Vision Insurance