

Medical Receptionist

Job description

Main Job Responsibilities:

- Greet patients
- Register patients according to established protocols
- Assist patients to complete all necessary forms and documentation including medical insurance.
- Ensure patient information is accurate including billing information
- Inform patients of medical office procedures and policy
- Maintain and manage patient records
- Move patients through appointments as scheduled
- Answer incoming calls and handle inquiries
- Transfer calls as required
- Schedule patient appointments
- Collect co-pays and payments
- Obtain external medical reports as required by medical professionals
- Respond and comply to requests for information
- Complete other clerical duties as assigned
- Ensure reception area is well maintained, neat, and clean
- Safeguard patient privacy and confidentiality

Education and Experience:

- High school diploma
- Knowledge of medical terminology, procedures, and diagnosis
- Knowledge of computer and relevant software applications
- Knowledge of general administrative and clerical procedures
- Experience with ECW
- Experience with No-Fault and Workers Compensation Insurance

Job Type: Full-time

Pay: DOE \$12.75 - \$15.00 per hour

Benefits: 401(k), 401(k) matching, Dental insurance, Disability insurance, Flexible schedule, Flexible spending account, Health insurance, Health savings account, Paid time off, Parental leave, Vision insurance

Please send resume and cover letter to bbinner@apwny.com