

Parkview Primary Care Physicians, PLLC

Medical Receptionist

Growing Primary Care practice is seeking a full-time medical receptionist. One year of experience working in a medical office is preferred. Responsibilities include greeting patient, verification of demographics, collection of co-payments, preregistration (verification of current insurance coverage and appointment type due), and any other duties assigned by the department manager.

- Must be professional
- Medent experience preferred
- Strong multi-tasking skills
- Exceptional customer service skills
- Friendly, reliable and professional

Benefits include:

- Vacation / PTO accrual
- Holidays

If you have what it takes to work at one of the best primary care offices in WNY, submit your resume to parkviewprimarycare@gmail.com. Qualified candidates will be contacted by phone.