



Offering primary healthcare services to those of all ages who are covered by Medicaid, Medicare or have NO health insurance coverage

MEDICAL RECEPTIONIST

Full-Time/Hourly

Pay negotiable; based on experience and knowledge

Benefits Package (full premiums paid by employer, retirement match)

Hours: Monday-Thursday 8:00 am-4:30 pm, Friday 8:00 am-1:00 pm

The Medical Receptionist works collaboratively with all staff in support of direct patient services, exhibiting flexibility and a “can do” attitude. This position is considered a crucial link between the patient and the care delivered by clinical and service staff of the center.

Requirements, Knowledge, Skills and Abilities

- High School Diploma or Graduation Equivalency Degree (GED) required
- Healthcare, Electronic Health Record (EHR), and insurance billing knowledge/experience preferred, but not required
- Be proficient in the use of technology
- Be detail oriented, professional, organized, dependable, have the ability to work under pressure, multitask, problem solve, think critically, be a team player, manage time wisely, and exhibit a professional and friendly manner with coworkers and patients in order to ensure superior customer service

Duties

- Schedule/change appointments for patients according to established Clinic protocols
- Check-in and check-out patients
- Verify insurance and scan insurance cards
- Assist patients/clients with forms
- Screen all intake paperwork for eligibility; new and returning patients
- Enter all patient data into the electronic health record (EHR) and alert patients they have been established as a patient
- Accept, record, and process patient payments; reconcile cash drawer
- Handle all mail, faxes and EHR Clinical In-Box
- Responsible for document scanning and classifying in the EHR
- Place reminder calls for patients to pick-up prescriptions
- Notify patients of specialist referral appointments and diagnostic testing appointments

Submit Resume and References by email to slinkous@brockhughes.org

Deadline: Open Until Filled