
Job Description

We are seeking a highly-skilled and self-motivated front office worker to join our team. In this position, you will play a key role by performing various administrative and clerical tasks. You should be comfortable undertaking a variety of activities in the office, including filing, answering the phone, organizing documents, and more. Reliability and a strong work ethic combined with great communication skills are a must, as well as familiarity with all necessary office equipment, software, and procedures.

- Patient Check In – Check Out
 - Greet patients and set a positive office atmosphere
 - Provide patients with any necessary paperwork or other information
 - Obtain patients' information and record it in the database
 - Organize and maintain files and records; update when necessary
 - Ensure completeness and accuracy of patients' insurance information
 - Pull patients' records for doctors' review
 - Charting
 - Medical Note Documentation
 - Manage filing and record keeping activities
 - Answer the phone, take messages, and redirect calls
 - Patient Referrals
 - Making Follow Up Appointments
 - Operate office equipment, such as photocopier, printers, etc.
- Front Office Requirements and Qualifications
- High school diploma or equivalent
 - Successful work experience in a front office setting or in another clerical position
 - Strong working knowledge of office procedures
 - Ability to effectively use and maintain office equipment
 - Solid knowledge of Microsoft Office
 - Outstanding communication skills
 - Great organizational and multitasking abilities
 - Flexible Work Schedule
 - Local Travel
- Job Type: Full-time

Application Questions

You have requested that Indeed ask candidates the following questions:

- How many years of Check In-Check Out experience do you have?
- How many years of Medical Records Management experience do you have?
- How many years of Charting experience do you have?
- What is the highest level of education you have completed?
- Are you authorized to work in the following country: United States?
- Are you willing to undergo a background check, in accordance with local law/regulations?
- Which shifts are you available to work?
- What percentage of the time are you willing to travel for work?