



## **JOB DESCRIPTION**

**POSITION:** Front Desk Medical Receptionist

**DEPARTMENT:** Front Office

**LOCATION:** Springfield, PA

**REPORTS TO:** Office Manager

**DATE POSTED:** January 7, 2019

**JOB SUMMARY:** Position available in busy ophthalmology clinic for a Front Desk Medical Receptionist. A leading multi-specialty ophthalmology practice comprised of 10 physicians is currently recruiting a full-time Front Desk Medical Receptionist to join our team in Springfield, PA.

Duties include but are not limited to greeting patients, answering telephones, checking patients in and out, scheduling appointments for multiple providers, contacting patients with reminder calls for appointments, insurance verification, and collecting and posting of copays and other payments.

Ideal candidate must have strong organizational skills and be able to multi-task. Must be upbeat and positive.

### **EDUCATION AND EXPERIENCE:**

1. High school diploma or equivalent.
2. Minimum two years of experience in the medical practice, customer service, or hospitality industry.
3. Proficiency with Microsoft Office Suite software and familiarity with EMR platforms preferred.

### **ESSENTIAL SKILLS AND ABILITIES:**

1. Friendly, upbeat personality. Demonstrates genuine concern for others.
2. Excellent customer service and communication skills.
3. Collaborative and able to work as a team player.
4. Ability to perform multiple tasks simultaneously while maintaining strict attention to detail.
5. Superior verbal and written communication skills.
6. Flexibility and willingness to adapt to change.
7. Ability to work under pressure in a fast-paced environment.
8. Professional appearance and demeanor.