



## **JOB DESCRIPTION**

**POSITION:** Front Desk Medical Receptionist

**LOCATION:** Springfield, PA

**REPORTS TO:** Springfield Office Manager

**JOB SUMMARY:** Position available in busy ophthalmology clinic for a Front Desk Medical Receptionist. A leading world-class multi-specialty ophthalmology practice comprised of 10 physicians and 50 employees is currently recruiting a full-time Front Desk Medical Receptionist to join our team in Springfield, PA.

Duties include but are not limited to answering the telephone, checking patients in and out, scheduling for multiple providers, contacting patients with reminder calls for next day, appointments, insurance verification, and collecting and posting of copays.

Ideal candidate would 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. Two years minimum experience in a customer service, medical practice, or hospitality environment.

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

1. Excellent customer service and communication skills.
2. Ability to work as a team member.
3. Ability to manage multiple tasks simultaneously.
4. Strong organization with attention to detail.
5. Strong computer skills.