



JOB DESCRIPTION

JOB TITLE: Medical Receptionist

DEPARTMENT/DIVISION: Rheumatology Poughkeepsie

STATUS: Part-time, Approximately 20 hours per week, Non-Exempt

REPORTS TO: Practice Administrator

DATE: January 2015

POSITION SUMMARY:

The Receptionist is responsible for greeting and checking in all patients for office appointments as well as making sure patients fill out paperwork correctly. The Medical Receptionist will also scan patient information into the EMR system and work closely with physicians, staff and hospital personnel.

DUTIES AND RESPONSIBILITIES

- Greets and directs all patients within the practice
- Collects copayments from patients and enters them into EMR.
- Verifies all patient demographic information including address, phone numbers, insurance information, and all related demographic information.
- Directs HIPAA related questions to the Office Supervisor
- Makes sure patient signs HIPAA information in EMR.
- Takes picture ID of patient
- Schedules necessary appointments after completion of the patient visit.
- Makes sure there are no double bookings in the schedule when making appointments.
- Enters copayments in the system correctly.
- Prints out patient's Clinical Visit Summary.
- Other duties as assigned.

EDUCATION & EXPERIENCE

- Minimum of a High School diploma; Associates Degree preferred.
- At least one year relevant experience and/or training.

QUALIFICATIONS & REQUIREMENTS

- Strong organizational skills.
- Strong verbal and written communication skills.

- Ability to work independently on assigned tasks as well as accept direction on given assignments.
- Able to work collectively with administration and staff

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