

Front Office Medical Receptionist

Qualifications:

- High School Diploma or equivalent.
- Medical Assistant Certificate, completion of medical terminology course or equivalent experience.
- Must have a strong working knowledge of computers.
- Must possess the ability to interact and communicate well with physicians, patients, and co-workers.
- Must have up-to-date knowledge of HIPAA and adhere to the set guidelines on patient confidentiality.
- Excellent oral communication skills and compassionate attitude.

Reports To: Front Office Managers

Job Functions/Responsibilities Include but are not limited to:

- Greet and welcome all patients in a friendly and professional manner.
- Verify and update patient information and insurance details.
- Collect co-pays and verify insurance eligibility.
- Prepare patient charts in advance for upcoming appointments.
- Ensure patient flow runs in a smooth, organized and timely manner.
- Communicate delays with patients if/when the schedule is running behind.
- Provide support to various departments as needed.
- Assist with office tasks such as patient paperwork, organizing documents, etc.

Hourly Rate: \$19 - \$22

Job Type: Full-time

Location: Fountain Valley Office

Benefits:

- Health, Dental, Vision, Life Insurance
- 401k plan with generous match
- PTO