

## **Front Desk, Lakewood**

Large multi-physician gastroenterology practice in Lakewood is seeking a full-time Front Office position. This position offers an excellent opportunity for a self-motivated, and hardworking individual. Must be able to handle a large volume and be able to multi-task.

### **Front Office JOB RESPONSIBILITIES:**

- Open office and be ready to receive patients.
- Greet patients as they arrive.
- Assist patients in completing registration tablets and updating records.
- Verify patient's information is updated and correct.
- Collect co-pays and patient balances.
- Keep patients informed if the physicians are delayed.
- File path reports, biopsy letters, and charts daily.
- Check voicemail at the beginning of each day and before leaving for the day.
- Answer all incoming lines and take messages.
- Sort and distribute all incoming mail.
- Distribute incoming faxes.
- Always keep reception area neat and organized.
- Responsible for moneybox and forwarding on to appropriate bookkeeping facility.
- Performs other duties as assigned by the physician/office manager.

### **Front Office JOB REQUIREMENTS:**

- High School Diploma or equivalent.
- One-year medical office experience preferred.
- Looking for a self-motivated person with patient care skills.
- Detail oriented and able to multi-task.
- Must have excellent communication skills and the verbal ability to understand patient's medical records, physician's orders and medication orders.
- Must maintain a professional attitude to deal tactfully and effectively with patients, other employees, and the physicians.

We offer a competitive pay, along with a benefits package, including uniform reimbursement, Education reimbursement programs, medical, dental, vision, short-term disability, life insurance, paid-time off, Safe Harbor 401k, and voluntary insurance products.