



Front Desk Receptionist- Lakewood

Large Gastroenterology practice has an opening for a professional front desk person at our Lakewood location. We are looking for a dynamic person who has experience in medical receptionist duties with strong communication skills. We offer a competitive salary with a generous benefits package and a safe harbor on our 401K. The hours required are Monday through Friday 8am-5pm with one hour lunch. Please be dependable, reliable and able to pass a background check and drug test. Please resume your resume for immediate consideration.

DUTIES:

- Open office and be ready to receive patients.
- Boot up computers and make sure Phreesia iPads are turned on and functioning.
- Answer all incoming calls, handling as needed that go up to front reception.
- Sort and distribute all incoming mail.
- Greet and support patients as they come into the clinic reception area.
- Assist patients in completing registration forms and updating records.
- Collect co-pays and patient balances.
- Keep patients informed if the physicians are running late for office hours.
- When checking a patient in, make sure insurance and patient information is updated and correct.
- Distribute incoming faxes appropriately.
- Keep reception area neat and organized at all times. Maintain confidentiality and conform to HIPAA regulations.
- Responsible for moneybox and forwarding on to appropriate bookkeeping facility.
- Be familiar with facility policies, procedures including safety rules and regulations.
- Demonstrates professional behavior with staff, physicians, patients, families and visitors.

REQUIREMENTS: The Front Desk Assistant must be a graduate from a credited high school, have previous medical office experience (preferred), exceptional interpersonal skills, and computer experience. They must always present a neat appearance and pleasant personality, enjoy working with the public be responsible and be flexible.