



### **Job Description: Full-Time Medical Receptionist**

**Job Summary:** Looking for a trustworthy, prompt individual who can multitask, a quick learner, team player with a positive attitude in a fast pace environment.

### **Job Duties:**

- Scheduling patient appointments
- Answering phones
- Patient registration
- Patient chart preparation
- Data entry
- Verifying insurance
- Scanning/faxing documents
- Reconcile petty cash
- Calling on past-due patient balances
- Other job responsibilities as assigned by the Office Supervisor and/or Administrator

### **Skills Necessary:**

- Medical office or other office experience preferred but not necessary.
- High School diploma.
- Higher education in business is recommended but not necessary.

**To apply:** Email resume to Charla Potter, Office Supervisor at [cpotter@wkheartandlung.com](mailto:cpotter@wkheartandlung.com)

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