



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 Leigh Wheat, Medical Receptionist Supervisor at lwheat@wkheartandlung.com

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