

Job Title:

Receptionist/Front Desk - Lagrange

Summary:

Responsible for the efficient functioning of physician office. Demonstrates and fosters a commitment to patient satisfaction and teamwork.

Essential Duties and Responsibilities:

- ✚ Answers the telephones and directs calls.
- ✚ Preparation of daily activities, scheduling appointments, and pulling/filing of patient records.
- ✚ Collects patients payments
- ✚ Insurance verification.
- ✚ Enter office billing
- ✚ Upload and download dictations
- ✚ Other clerical duties as assigned.
- ✚ Protects the confidentiality of patient records consistent with NANI policies and HIPAA protocols.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Educational/Experience:

High school diploma or equivalent. One-year previous experience in a medical office setting preferred. Knowledge with Microsoft. Knowledge with medical terminology preferred.