

Medical Front Desk Receptionist

Receptionist & Admin Looking for a front office receptionist and admin for a growing Behavior health practice in Williamsburg

MUST HAVE PRIOR MEDICAL OFFICE EXPERIENCE!

Front desk position with back office experience, requires great customer service skills and someone who can multi task. Responsibilities include, but not limited to checking patients in and out, collecting co-payments, answering telephones, scheduling appointments, registering patients, verifying insurance and performing other duties as needed. Computer skills are a must.

JOB DUTIES/KNOWLEDGE

- ☐ **Answers phone professionally and promptly for all calls.**
- ☐ **Utilizes current technology to communicate**
- ☐ **Maintains forms area, assuring adequate supply for team**
- ☐ **Screens, directs and routes phone calls, relaying messages to appropriate Cornerstone staff.**
- ☐ **Reads and responds to emails in a professional and prompt manner.**
- ☐ **Prepares letters, documents and memos.**
- ☐ **Monitors office supplies, notifying Supervisor or Manager of ordering needs.**
- ☐ **Monitors paper forms, assuring all necessary forms are available.**

QUALIFICATIONS

- ☐ **High school diploma required.**
- ☐ **Minimum two years of clerical or office administration experience, preferably in health care field.**
- ☐ **Exceptional customer service skills in-person and over the telephone with appropriate skills for communicating with individuals of all ages.**
- ☐ **Advanced computer skills to include Microsoft Outlook, Word, Excel and PowerPoint.**
- ☐ **Proven organizational skills and the ability to multitask.**
- ☐ **Ability to prioritize and meet deadlines while staying calm under pressure.**