

MATHIESEN MEDICAL HEALTH CLINIC

Job Description

Position Summary

The Receptionist works within a patient-centered team-based environment at Mathiesen Memorial Health Clinic. This position performs various administrative tasks depending on the day-to-day demands of the office. Reports to Back Office Supervisor and Clinic Administrator.

Essential Duties

- Greets and directs all patients.
- Ensures phones are answered timely and efficiently.
- Schedules any necessary appointments.
- Maintains all provider schedules.
- Obtains all patient demographic information and processes insurance verification at each visit.
- Scans pertinent information into the EMR.
- Collects co-payments at time of visit.
- Maintains cleanliness of the patient lobby.
- Other duties as assigned.

Additional Responsibilities

- Follows and adheres to Employee Handbook, as well as MMHC policies and procedures.
- Adheres to MMHC confidentiality policy and HIPAA laws
- Maintains infection control standards/universal precautions.

Education and Skills

- Minimum of a High School Diploma or equivalent
- Current CPR certificate
- At least one-year relevant experience
- EMR experience preferred

Qualifications

- Knowledge of various clerical tasks.
- Strong verbal and written communication skills.
- Strong multi-tasking skills.
- Ability to work collaboratively with leadership, providers and staff.
- Demonstrate professionalism, attire and appearance.

Physical requirements

- The physical demands described here are representative of those met by an employee to successfully perform the essential functions of the job.

Job Description

- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of the job, the employee is regularly required to use hands to finger, handle and feel; reach with hands and arms; stoop, kneel, crouch or crawl; and talk and hear within normal range.
- The employee is frequently required to stand, walk, sit, climb or balance and use taste and smell senses. The employee must regularly be able to lift and/or move up to 25 pounds.

Working conditions

- The noise level in the work environment is moderate to high.
- The work environment characteristics described here are representative of those an employee encounters while performing the essential duties of the job.