

Medical Receptionist –Urgent Care

We are seeking a friendly, energetic and customer service minded individual interested in representing our practice at the front desk for a full range of receptionist duties in a very busy medical office. This is a privately owned, state of the art medical office with primary care, urgent care, and physical therapy, whose mission is to provide comprehensive health care in the medical home model. The office is entirely electronic and affiliated with the Main Line Health System and Penn Medicine. We are searching for Medical Receptionists to work in our busy office serving Urgent Care patients. The ideal candidate will be comfortable working in a fast paced, walk in environment, and will provide high-quality customer service. This position offers a pleasant working environment that focuses on superior patient experience, and not productivity/patient throughput.

The ideal candidate will have experience in a busy medical office, heavy patient contact, electronic medical records, customer service, answering phones and questions, verifying insurance benefits, and other duties as assigned.

Responsibilities:

- Answer phones
- Schedule appointments
- Advise medical assistants and providers of patient arrival
- Patient in take – confirm demographics and health insurance information
- Patient out take – schedule follow up appointments and collect co-payments and patient balances
- Process payments
- Retrieve results and hospital reports electronically
- Manage correspondence from other doctor’s offices
- Answer various office inquiries
- Prioritize tasks based on importance
- Patient communicator with problem solving skills
- Administrative duties as assigned

Job Type: Part-time, mornings and afternoons, some weekends

Qualifications:

- Bachelor’s degree required
- Medical Receptionist experience, 1 year preferred
- Electronic Medical Records experience, 1 year preferred

Visit our website to learn more: www.im-health.com

Submit resume and cover letter to Emily Fisk, Managing Director at efisk@im-health.com