



JOB DESCRIPTION

JOB TITLE: Medical Receptionist

DEPARTMENT/DIVISION: Internal Medicine/Poughkeepsie/Atrium

STATUS: Full-time, Non-Exempt

REPORTS TO: Practice Operations Manager

DATE: June 2017

POSITION SUMMARY:

The Medical Receptionist is responsible for greeting and checking in all patients for office appointments as well as making sure patients fill out paperwork correctly. The Medical Receptionist will also scan patient information into the EMR system, direct patients to other suites in the building and work closely with physicians, staff and hospital personnel.

DUTIES AND RESPONSIBILITIES

- Greets and directs all patients within the practice
- Collects copayments from patients and enters them into EMR.
- Enters appointments to the lab when patients arrive.
- Verifies all patient demographic information including address, phone numbers, insurance information, and all related demographic information.
- Directs HIPAA related questions to the Office Manager
- Makes sure patient signs HIPAA information in EMR.
- Takes picture ID of patient
- Schedules necessary appointments after completion of the patient visit.
- Makes sure there are no double bookings in the schedule when making appointments.
- Prints out patient's Clinical Visit Summary.
- Makes sure the draw balances out each night.
- Other duties as assigned.

EDUCATION & EXPERIENCE

- Minimum of a High School diploma; Associates Degree preferred.
- At least one year relevant experience and/or training.
- Knowledge of Medent or other EMR systems preferred

QUALIFICATIONS & REQUIREMENTS

- Strong organizational skills.
- Strong verbal and written communication skills.

- Ability to work independently on assigned tasks as well as accept direction on given assignments.
- Able to work collectively with administration and staff
- Ability to work Saturday hours

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