

## Medical Receptionist

**Benefits:** Candidates on temporary assignment may qualify for our competitive benefits package which includes group health, life and disability insurance and voluntary benefits such as retirement savings and holiday pay.

**Salary range:** \$15.20 to \$17.60 hourly

**Employment status:** Contract / Temporary to Hire

### Description

If you're looking for work as a Medical Receptionist, this could be the Mauldin, South Carolina opportunity for you. This is a long-term contract / temporary to hire opportunity. You'll find that as the Medical Receptionist, you are the director of first impressions due to your duties providing customer service over the phone and in-person. If you are a self-starter who finds value working in a fast-paced and dynamic environment while providing support and solutions to patients, healthcare professionals, insurance providers, etc., this is the Medical Receptionist role for you! Interested? Submit an application today!

#### Your responsibilities

- Supporting patients with client forms
- Making appointments, collecting co-pays, and providing receipt of money in accordance with established procedures
- Acting as a liaison with patients and providers in a compassionate and kind manner
- Reacting to phone calls in an efficient manner as to maintain the minimum number of rings, as well as, directing inquiries in a detail-oriented and effective manner
- Acknowledging patients and visitors, in person or on the telephone; answering or referring inquiries
- Responsible for insurance verifications with health insurance organizations
- Facilitating the management of patient medical records
- Maintaining various files and providing general office duties, e.g. scanning, faxing, data entry, etc.
- Ensuring the waiting and reception areas are kept neat and clean; reporting on any damage

### Requirements

- Ability to multitask and communicate well with individuals of all backgrounds
- High School Diploma required, A.S. Degree in healthcare/related field preferred
- Incoming phone call management skills required
- Comprehension of medical terminology and insurance products
- Prior experience with multi-line phone systems preferred
- Strong familiarity with customer service
- Expertise in Answering Inbound Calls
- Comprehensive knowledge of Basic Medical Terminology
- Experience with insurance billing and an electronic medical record system, as well as social media platforms is required
- 1+ year of experience as a Medical Receptionist

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**This Job Posting will expire in 10 days.**