

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: \$15.00 to \$21.00 hourly
Employment status: Contract / Temporary

Description

Robert Half is hiring A Medical Receptionist, or Medical Front Desk Clerk, who will be responsible for interacting with guests in a healthcare setting and managing administrative tasks for the medical team.

Responsibilities for Medical Receptionist

- Welcome patients, vendors, pharmaceutical representatives, and other visitors to our medical office
- Scanning pertinent patient information into EMR including patient authorizations, recent labs delivered by patients
- Issue specimen collection containers to patients as needed
- Answer patient questions and provide assistance and directions when necessary
- Preparing superbills and specimen labels for next day's patients
- Track all phone calls that arrive using our general office number
- Utilize our medical office software to schedule new and follow-up appointments for our patients
- Respond to emails that arrive using the general office email address

Requirements

Requirement for Medical Receptionist

- 1+ years of experience working as an administrative assistant or in a relevant role
- Friendly and compassionate disposition
- Knowledge of ICD-9 and CPT billing codes a plus
- Strong organizational skills
- Excellent organizational and time management skills
- Strong verbal and written communication skills
- Ability to work independently or as part of a team
- Excellent interpersonal communication skills
- Dedication to maintaining confidentiality of all patient records

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Questions? Call your local office at 1.888.490.4154. Robert Half will consider qualified applicants with criminal histories in a manner consistent with the requirements of the San Francisco Fair Chance Ordinance. All applicants applying for U.S. job openings must be authorized to work in the United States. Benefits are available to temporary professionals. Visit <https://roberthalf.gobenefits.net/> for more information.

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Please contact Ernst & Young at 866-834-5115 with any questions. Thank you for your assistance.

This Job Posting will expire in 10 days.

