

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: \$21.00 to \$24.00 hourly
Employment status: Contract / Temporary

Description

Looking for a new role? Robert Half might have a Medical Receptionist job for you, if you are charismatic and detail-oriented. You will be the director of first impressions by providing customer service over the phone and in-person over the course of this Medical Receptionist role. Candidates for this Medical Receptionist position should keep in mind that we are looking for 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 long-term contract, temporary to permanent hire employment opportunity is based in the Oakland, California area.

Responsibilities

- Ensuring the waiting and reception areas are kept neat and clean; reporting on any damage
- 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
- Providing aid in the management of patient medical records
- Responsible for insurance verifications with health insurance organizations
- Be detail-oriented and effective with customer inquiries and when answering phone calls within minimum rings
- Directing patients and visitors, in person or on the telephone; answering or referring inquiries
- Accommodating various files and providing general office duties, e.g. data entry, faxing, scanning, etc

Requirements

- Skills in multi-line phone systems preferred
- General grasp of medical terminology
- 1 or more years of experience handling multi-line phone systems
- High School Diploma required, A.S. Degree in healthcare/related field preferred
- You can succeed in this position if you have experience with insurance billing and an electronic medical record system, as well as social media platforms

- 1+ years of experience as a Medical Receptionist
- Proficiency in Schedule Patient Appointments
- Schedule Patient Appointments experience
- Patient Appointments experience
- Ability to multitask and communicate well with individuals of all backgrounds

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