



### **Job Description: Medical Receptionist**

Thriving Audiology practice seeking a new team member for our busy 2 office location. Looking for a dependable, caring, and upbeat candidate that is willing to learn and help provide excellent front office care to our patients in our Eatonton and Madison locations.

#### Qualifications:

- Detailed, accurate self-starter that is able to multi-task in a busy work environment
- Strong oral and written communication skills
- Ability to collaborate efficiently and effectively with other team members who are dedicated and caring professionals
- Good listening skills including display of patience and empathy when interacting with patients in a courteous, respectful, and professional manner
- Professional interactions with healthcare providers including physicians and other referral sources
- Well-developed skills in prioritizing, organizing and time management
- Desire to learn new skills and interact with other like-minded professionals to have a positive impact on our patients' lives
- Prior experience in healthcare setting a plus

#### Responsibilities:

- Greeting all patients in a welcoming manner to make a positive first impression
- Patient check in and check out including collection of co-pays and outstanding balances
- Answering phone and scheduling patients in electronic medical record
- Addressing voice mails and electronic communication timely on a daily basis
- Confirming patient appointments and managing appointments while providing exceptional patient experience
- When needed, assisting Audiologist and other team members in daily tasks to ultimately help patients on their journey to better hearing and balance
- Accurate chart preparation including obtaining necessary referrals for patient appointments
- Maintaining an organized work area
- Knowledge of performing general office duties of scanning, faxing and document preparation
- Constant monitoring of schedule for efficient patient flow
- Data processing of shipping and receiving

Please Send Resumes to [office@hearlakeoconee.com](mailto:office@hearlakeoconee.com)

Benefits:

Full Time (30-32 hours/week) with Friday afternoons off

\$15-\$22/hour

Health Insurance

Holiday Pay

Vacation Pay

Will consider Part Time for right candidate

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