Front Desk Receptionist

Send inquiries to careers@starkmanfacialplastics.com

Monday-Friday within the hours of 9am-5pm

Job Summary: Oversees front office duties and patient communications. Also responsible for assisting with various office administrative tasks.

Specific Requirements:

· Greeting patients and checking patients in

· Managing telephone calls and checking call logs

· Making new patient appointments, and managing existing appointments

· Answering to new patient internet and telephone inquiries

· Checking patients out following appointments

· Assisting with room flow and room turnover

· Assists with coordinating of clinical schedule

· Handling patient and business correspondence

· Off-site supply pickup or travel

· Performing paperwork tasks regarding clinical and business documents

· Maintains general appearance, cleanliness of exam rooms

· Instructs patients regarding preparation for procedures

· Receives and organizes the handling of office and clinical supplies

· Attends staff meetings and offers suggestions. Listens to others with an open mind

· Offers to help during downtime

· Exhibits a professional appearance and dresses in professional clinical attire

· Understands the concepts of universal precautions and OSHA

· Consistently exhibits behavior and communication skills that demonstrates a commitment to superior customer service

· Uses, protects, and discloses patients protected health information (PHI) only in accordance with Health Insurance Portability and Accountability Act (HIPAA) standards

· Performs other tasks as requested by office manager or physician

Job Qualifications: Team-oriented and people-motivated skill set required.

Benefit Conditions:

- Only full-time employees eligible

This Company Describes Its Culture as:

- People-oriented -- supportive and fairness-focused
- Team-oriented -- cooperative and collaborative

Hours per week:

- 20-29

Work Remotely

- No

Job Types: Full-time, Part-time

Pay: $15.00 - $17.00 per hour

Reports to Office Manager