



Job Title: Medical Receptionist/ Front Desk Coordinator

How To Apply: Email resume (with 3 references) and cover letter to: jobs@orthocareptc.com

Job Summary:

An Outpatient Physical Therapy office in Fairfax is seeking a part-time Receptionist with experience in medical front desk operations.

We are looking for a professional who can exemplify the company philosophy through personalized and compassionate service. Candidate must be organized, responsible, hardworking, and truly able to multitask.

Duties and Responsibilities:

Promptly greets patients and answers incoming calls;

Respond to questions and requests for information regarding services, appointment scheduling, patient benefits, and billing;

Perform timely data input, including hard and electronic filing;

Assume responsibility for insurance verification;

Comfort patients by anticipating patients' anxieties, answering patients' questions, and maintaining a neat and clean reception area;

Maintain patient accounts by obtaining, recording, and updating appropriate information in the practice's electronic medical record;

Update financial information and collect and record copays or past due balances in a timely manner;

Protect patients' rights by maintaining the confidentiality of personal and financial information;

Protect the practice by adhering to clear professional standards

Contribute to a team environment;

Assume other duties when needed.

Qualifications and Skills

Multi-tasking; Customer Service; Organization; Word Processing; Professionalism

Job Type: Part-time

Experience: Medical Receptionist: 1 year

Education: High school or equivalent

Location: Fairfax, VA 22033