

## Medical Front Office



### Job details

#### Pay

\$15.00 - \$18.00 per hour

#### Job type

- Full-time

### Number of openings for this position

- 1

### Schedule

- 8-hour shift
- Monday to Friday
- No Weekends
- Major Holidays closed

### Benefits

- Health insurance
- Paid time off
- Dental insurance
- Vision insurance
- 401(k) matching & Profit Sharing

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### Job description

Group is seeking a Full time reliable front desk medical receptionist.

#### QUALIFICATIONS:

Potential candidate will have the skills of multi-tasking and detail oriented. Seeking a team player and very customer service oriented and able to assist with heavy phones and other job duties assigned.

#### JOB DESCRIPTION:

Seeking that potential candidate with experience in heavy phone lines, insurance verification, data entry, authorizations, referrals, scanning, medical records, faxes and assisting in other job duties that are given by manager. Only apply if you should 1+ year experience in a medical office setting please.

#### Experience:

- Medical Receptionist: 1 year (Preferred)
- Customer Service: 1 year (Preferred)

Please send your resume for immediate interview scheduling to [shelly.fletcher@valleyheart.us](mailto:shelly.fletcher@valleyheart.us).