

### **Job Description**

Small medical office is seeking a highly motivated, multi-tasking, attention to detail Part-Time Front Desk Assistant.

As a Front Desk Assistant you will be checking patients in/out, verifying insurance, collecting co-payment, addressing/directing incoming phone calls, scheduling appointments, reviewing charts for completeness, making phone calls such as appointment reminders, and assisting with billing. The right Front Desk Assistant will be able to demonstrate the ability to multi-task and problem solve. Must be able to communicate and interact in a professional manner and have superb documentation skills.

Required skills include multi-tasking; proficiency with computer software; excellent verbal and documentation skills; EMR experience a plus, but not necessary. Must be dependable and have an excellent job attendance record. Must be friendly with a professional demeanor. Experience a plus but not necessary.

**Ability to work Noon – 4PM, Mon – Thurs and 9AM - 4PM every other Friday.**

To apply, respond with resume attached.

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