

## Front Office Medical Receptionist

### Qualifications:

- High School Diploma or equivalent.
- Medical Assistant Certificate or completion of medical terminology course or equivalent experience.
- Must have a strong working knowledge of computers, and must possess the ability to interact and communicate well with physicians, patients, and co-workers.
- Must have up-to-date knowledge of HIPAA and adhere to the set guidelines on patient confidentiality.
- Excellent oral communication skills and compassionate attitude.

### Job Functions/Responsibilities Include but are not limited to:

- Verify and update patient information and insurance details.
- Responsible for collecting co pays.
- Responsible for verifying eligibility.
- Preparing charts in advance for upcoming appointments.
- Ensure patient flow runs in a smooth, organized and timely manner.
- Other duties as assigned.

**Hourly Rate:** \$19 - 22

**Job Type:** Full-time

**Location:** Fountain Valley Office

### Benefits:

- Health, Dental, Vision, Life Insurance
- 401k plan with generous match
- PTO