



<https://www.childrensent.com/jobs/front-desk/>

Medical Receptionist / Front Desk

Hiring organization
Pediatric ENT of Atlanta

Description

Company Information

Pediatric Ear, Nose & Throat of Atlanta is the largest private practice pediatric ENT group in the country. Our staff consists of 3 pediatric ENT physicians who are also cochlear implant surgeons, 7 Advance Practice Providers and 4 Pediatric Audiologists. Our main office is located on the campus of Children's Healthcare of Atlanta with satellite locations around the metro Atlanta area. Visit our website at www.childrensent.com for more information about our office.

Medical Receptionist/Front Desk

We are seeking a friendly and organized Medical Receptionist to join our growing Pediatric ENT team. In this role, you will work at the front desk of our medical office and assist our patients and other visitors. Your primary job duties will include greeting and checking in patients, answering questions, collecting patient co-pays, processing paperwork, verify insurance benefits and scheduling appointments. You will also help keep our records and work areas clean and organized, as well as ensure our office provides a welcoming environment for our patients.

Medical Receptionist Duties and Responsibilities

Greet patients and other visitors when they arrive

Answer patient questions and aid when necessary

Distribute forms and paperwork to patients and check them over to ensure that required fields are completed properly

Collect co-pays

Field phone calls and respond to emails

Manage inventory of necessary office supplies and coordinate reordering

Medical Receptionist Requirements and Qualifications

High school diploma or equivalent

Completion of a certificate program in the medical field preferred

1+ years of experience working as a Medical Receptionist / Medical Front Desk Clerk

Excellent organizational and time management skills

Familiar with medical terminology