



We are a busy chiropractic clinic looking for an experienced Medical Receptionist to join our team. The ideal candidate will have exceptional customer service skills, possess an eagerness to learn, be a team player and have the ability to multitask. We have a fantastic team, and are looking for the right person to add as we continue to grow.

Main Job Tasks and Responsibilities

Primary Responsibilities:

- Computer savvy, ability to multi-task, self-motivated.
- Providing exceptional customer service by scheduling patients via phone, web correspondence and in person. Taking payments and answering general account questions.
- Skill in establishing and maintaining positive, professional working relationships & the ability to work well within a team as well as our patient population.
- Manages incoming phone calls and handle in a professional manner.
- Ability to communicate effectively in person and on the phone.
- Documenting details in our computer system (Practice Studio).
- Setting up and reviewing patient accounts to ensure accuracy.
- Researching medical claims, insurance information and obtaining status updates on accounts by telephone to patients, insurance companies and attorneys.
- Problem solving skills, detail oriented and highly organized.
- Ability to maintain composure under pressure.
- Must have a great attendance record, attend work on time, act and appear professional.

Secondary Responsibilities:

- Correcting errors on patient accounts.
- Ensuring patient documents are completed and entered into patient's file.
- Supports Billing department as needed.
- Performs other duties as assigned.

Requirements:

- Basic computer knowledge: Working knowledge of Microsoft Outlook and Word
- Must be able to work in a fast paced work environment
- Must be able to meet multiple deadlines consistently, meeting or exceed defined productivity standards.
- The ability to sit and use a keyboard and computer for long periods of time, 10 key & 35 wpm minimum
- Proficient use of Internet Explorer and ability to navigate various websites
- Must display sufficient written and oral communication skills
- Must have the ability to work with minimal supervision

Experience:

- High school or equivalent
- Customer Service: 2 years

We offer competitive wages, excellent benefits and an opportunity to work in a growing office with a wonderful team, for great physicians. We are proud to be the team of physicians for our local area high schools, Olympic athletes, along with professional sports teams, including the Seattle Thunderbirds.