



JOB POSTING
Tabor Division

Date of Posting: October 26, 2021

Position: Front Desk Receptionist

Division/Location: Crosstown Back

Work Days/Hours: Full Time M-F 7:00am – 3:30pm (some OT may be required)

Date Position Available: IMMEDIATELY

Immediate Spvr/Mgr: Donelle Morrison

QUALIFICATIONS:

- Minimum one-year prior medical office experience.
- Excellent telephone and communication skills both written and oral.
- Ability to handle multiple tasks; self-motivated.
- Computer skills required.
- Ability to obtain and interpret patient information, in addition to understanding the various requirements and guidelines of workers comp and health insurance competently and accurately.
- Ability to work with a variety of personnel including physicians and medical assistants. Ability to work well under pressure.

RESPONSIBILITIES:

- Greet and assist patients
- Check patients in and out using multiple computer systems.
- Schedule appointments
- Data entry
- Perform related functions as outlined by the department manager.
- Perform other duties as assigned by management.

Qualified applicants please contact Donelle Morrison by email at dmorrison@orthosouth.org.