



**JOB POSTING**  
**Tabor Division**

**Date of Posting:** October 19, 2021

**Position:** Front Desk Receptionist

**Division/Location:** Tabor Orthopedics /Primacy Office

**Work Days/Hours:** Full Time M-F 7:30am – 4:30pm (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](mailto:dmorrison@orthosouth.org).**