

**OrthoSouth  
Germantown Surgery Center  
Job Posting**

**Date posted:** December 28, 2021

**Position:** Front Desk Patient Registration/Receptionist

**Location:** 2100 Exeter Road, Suite 101, Germantown TN

**Date position available:** Immediately

**Workdays/Hours:** Fulltime: Monday – Friday 8:30a – 5pm

**Immediate Supervisor:** Angie Ephlin

**POSITION SUMMARY:**

The Front Desk Patient Registration/Receptionist is responsible for interacting effectively and professionally with all patients, family members and vendors upon arrival. This position carries the weight of being the first impression of our organization to all patients and their guests. Competently registers surgical patients for their procedure(s) in a fast past environment with attention to detail regarding all pertinent medical information. General duties include answering phones, patient registration, data entry, chart preparation and other duties as assigned.

**EDUCATION, EXPERIENCE and QUALIFICATIONS:**

High School graduate or equivalent  
One to three years' experience in fast based healthcare setting  
Computer experience with windows-based patient accounting system  
Working knowledge of managed care contracts and patient financial responsibility  
Medical billing, coding, and terminology  
Willingness to learn in a fast past environment  
Excellent interpersonal skills: ability to handle multiple task; self-motivated

**Qualified candidates should contact: [aephlin@orthosouth.org](mailto:aephlin@orthosouth.org)**