



MEDICAL RECEPTIONIST

Summary

Clinica Colorado's mission is to provide quality, low-cost healthcare for those who are indigent, without health insurance or unable to obtain primary care services. Clinica Colorado services include the full range of preventive and primary care delivered in a family medicine model, creating a medical home for thousands of uninsured individuals in the Denver metropolitan area.

Our Clinic is currently seeking a team player who is friendly, motivated, confident, reliable and detail-oriented and can handle a demanding workload with a smile. We are looking for a Full time Medical Receptionist who is dependable, possesses a great work ethic and a positive personality. Our ideal candidate must be good at multi-tasking, work well under pressure and be a team player. He or she must be able to work independently, as well as with medical providers, patients, family members and other co-workers. Must be able to prioritize work demands and organize time efficiently.

JOB DESCRIPTION:

The Medical Receptionist works under the supervision of the office manager. Essential duties include, but are not limited to:

- Greeting patients, prospective patients, and visitor inquiries in a courteous manner.
 - Screening telephone calls, scheduling and confirming appointments.
 - Registering and updating confidential patient information.
 - Providing accurate information to inquiries.
 - Collecting payments for medical procedures.
 - Manage patient flow between medical assistants and medical providers.
 - Receptionist will work predominantly on our Electronic Medical Records (EMR) system.
 - Scanning patient documentation.
 - Back-up for referral process to other providers.
 - This position is considered a crucial link between the patient and the medical care delivered by the clinic.
- CUSTOMER SERVICE IS THE KEY COMPONENT TO THIS POSITION.

MINIMUM QUALIFICATIONS:

High School Diploma or General Equivalency Diploma (GED).

Must be Bilingual English and Spanish.

Excellent customer service skills, in person and via telephone.

Ability to work in a fast-paced environment.

Organization and attention to detail.

Computer competence with Microsoft Office Suite and internet platforms.

PREFERRED: ONE YEAR EXPERIENCE IN MEDICAL FIELD.

Starting hourly wage: \$13.00-13.50 DOE.

SUBMIT RESUME to Veronica Labra at vlabra@clinicacolorado.org or via fax to 303-427-4291. NO PHONE CALLS PLEASE!

Clinica Colorado

8406 Clay St. Westminster, CO 80031
720-443-8461 * www.clinicacolorado.org