



G.A. CARMICHAEL FAMILY HEALTH CENTER

Put Your Family's Health In Our Hands

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| Title: | Receptionist |
| Reports to: | Site Manager |
| Salary Range: | Based on Experience |
| Status: | Non-Exempt |
| Work Hours: | 1.0 FTE, 40 hours per week |
| Supervises: | None |

Position Summary: The Receptionist will assist the clinical staff by coordinating care to patients on the provider's daily schedule. Perform duties that include maintaining a positive image of the office, communicating patient and office needs, and maintaining files.

Essential Duties:

- Interact with patients to ensure that the check-in and check-out process is carried out efficiently.
- Review provider's schedules to coordinate care for visits and for follow up visits.
- Handle non-appointment related calls from patients.
- Enter patient demographic information with an expected accuracy rate of 97%.
- Performs administrative duties such as answering phones, cleaning work space and assisting managers and supervisor as needed.
- Other duties as necessary to ensure successful attainment of GACFHC goals and objectives.

Job Qualifications and Requirements:

- High school diploma or the equivalent. Two years' experience including one year of patient billing.

Benefits:

- Health, Dental, Vision and Life Insurance.
- Support for Continuing Education to meet/maintain licensure.
- 403 (B) retirement plan.
- Paid Time Off (Vacation and Sick).
- Paid Holidays.