

## **UNIVERSITY ORTHOPEDICS, INC.**

### **Employment Notice**

Job Description: Front Desk Receptionist – Butler Campus

Responsible to: Site Coordinator and COO of Organization

This is a full-time position, 40 hours a week – Monday through Friday. Hours vary. The work in this position contributes to the patient's overall successful interaction within the office. Exceptional people skills are needed.

#### **Principal Duties and Responsibilities:**

1. Check patients in and out. This consists of verifying demographic information via the computer and the Net Practice system, scanning the insurance card, collecting appropriate co-payments/deductibles, and making follow up appointments.
2. Batch out at the end of the shift. Coordinate super bills, check charge slips, and verify co-pays with cash collected.
3. Sort mail and direct to appropriate source.
4. Disperse incoming faxes to the appropriate source.
5. Mail out office note copies to referring physicians
6. Confirm patient appointments
7. Other duties as assigned.

#### **Minimum Level of Preparation**

1. High School graduate with demonstrated maturity to deal with confidential information.
2. Pertinent job-related experience and familiarity to medical terminology.

Interested applicants should submit their resume to Susan Martins in Administration, 457-1505 or email to [smartins@universityorthopedics.com](mailto:smartins@universityorthopedics.com)

POSTED: July 28, 2010