Premier Surgical Associates, PLLC

Job Description

Front Desk Receptionist

Reports to: Office Manager

Position Summary: Responsible for coordinating physicians' workflow including checking patients in and out, maintaining patient information; managing all charge posting for the physicians' patients.   All tasks are performed in electronic medical practice management system.

Qualifications: High School Diploma or GED. Medical terminology or coding desired.

Skills:
Skill of intermediate-level competence in Windows-based computer software systems.
Skill in planning, organizing, and adhering to timelines.
Skill in applying universal precautions.
Skill in applying and modifying the principles, methods, and techniques of a physician's assistant to provide ongoing patient care.
Skill in interpersonal relationships with patients, their families, physicians, and co-workers.

Abilities:

Analytical ability to comprehend the relationship between various tasks and data in Electronic Health Records and Practice Management System.
Ability to communicate medical terminology and concepts clearly.
Ability to mathematically calculate for drug therapy.
Ability to ensure quality in patient care.

This document is intended to describe the general duties of this position. It is not intended to serve as an exhaustive list of all duties, skills, and responsibilities. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of this position.

Job Duties:

- Greets, instructs, and directs patients and visitors in a prompt, courteous and helpful manner.
- Checks patients in completing data entry of demographics, insurance, and financial information.
- Verifies patient's insurance benefits and participation of physician.
- Checks out patients and collects co-pays and balances as required.
- Writes receipts and balances cash drawer daily.
- Schedules appointments as needed.
- Contacts "no show" patients and reschedules appointment.
- Enters patient's office charge into system.
- All tasks performed in electronic medical practice management system.
- Maintains a clean and orderly waiting area.
- Answers phone calls, screens calls and takes messages as needed.
- Other duties as assigned.

Hearing: Adequate to perform the essential functions of the job, such as the ability to hear soft voices.
Speaking: Adequate to perform the essential functions of the job, such as: clearly communicating instructions, and relaying information to multiple personnel, patients, and their families.
Vision: Visual acuity within normal limits.

Lifting to: r 5 lbs. n 20 lbs. r 40 lbs. r 60 lbs.   r Over 60 lbs.
Pushing up to: n 25 lbs. r 50 lbs. r 150 lbs. r 250 lbs.
Manual Dexterity: r Low   n Medium   r   High

Average % of time during regular shift devoted to:
Standing: n 0-20 r 21-40 r 41-60 r 61-80   r 81-100
Walking: n 0-20   r 21-40 r 41-60 r 61-80   r 81-100
Squatting: n 0-20 r 21-40 r 41-60 r 61-80   r 81-100
Sitting: r 0-20 r 21-40 n 41-60 r 61-80   r 81-100

Indicate % of time employee must perform each activity:
Repetitive Motion (Depending on hand dominance):
Right Hand: r 0-20 r 21-40 r 41-60 r 61-80   n 81-100
Left Hand: r 0-20 r 21-40 r 41-60 r 61-80   n 81-100
Right Foot: n 0-20 r 21-40 r 41-60 r 61-80   r 81-100
Left Foot: n 0-20 r 21-40 r 41-60 r 61-80   r 81-100
Not Applicable: r

Bending:
to waist: r 0-20 n 21-40 r 41-60 r 61-80   r 81-100
to floor: n 0-20 r 21-40 r 41-60 r 61-80   r 81-100
Not Applicable: r

Reaching:
to waist: r 0-20   n 21-40   r 41-60   r 61-80   r 81-100
to floor: r 0-20   n 21-40   r 41-60   r 61-80   r 81-100
Not Applicable: r