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## Full Time Medical Front Desk Receptionist/Patient Account Rep

- **Location:** Findlay, Ohio
- **Setting:** Physician owned outpatient orthopaedic clinic
- **Position Requirements:**
  - Must have experience as a receptionist.
  - Must be proficient in scheduling, activating and updating patient demographic information and patient chart creation including: insurance verification/authorization, and data entry.
  - Must be a team player with a positive attitude, energetic, with a focus on excellent customer service.
  - Attention to detail
  - Time management skills
  - Be organized
- **Preferences:** Preference will be given to those individuals with previous healthcare experience
- **Job Duties**
  - Greet patients
  - Answer phones
  - Verify current personal and financial information
  - Book appointments
  - Verify insurance benefits
  - Post payments/collect co-pays daily
  - Balance and complete daily deposit
- **Work Expectations**
  - Clinic hours: 8 am to 5 pm
  - Team player
  - Ability to interact effectively and in a supportive manner with persons of all backgrounds
- **Benefits**
  - PTO, Sick Time
  - 401K
  - Health Insurance, employee driven dental and vision, HSA contribution
  - Life Insurance
- Send Resumes via email to [hr@ohiortho-sportsmed.com](mailto:hr@ohiortho-sportsmed.com) or fax 419-424-5595