

Medical Records/Receptionist/Office Assistant Moscow Office Full Time, Mon - Fri

Inland Orthopaedic Surgery & Sports Medicine Clinic is looking to fill a position for a full time employee to work in our Moscow office. The successful applicant must be honest, hardworking, ambitious, and able to multi-task in our fast-paced specialty clinic. Organization is the key to success in this position so candidates must be very detail oriented and on top of their work. Proficient in Excel, Word and Centricity Practice Solution is beneficial. Experience in medical office setting preferred.

Primary duties:

Medical Records - Download outsourced transcription when completed, proof for accuracy including medical terminology, print chart note when proofing completed and file dictation in patient's charts, document surgeries and appropriate diagnostic tests in patient's charts, disburse letters to referring physicians, file miscellaneous paperwork in patient charts, file charts, manage medical record requests.

Reception - Answer the telephone, schedule patient appointments, verify patient eligibility, assist with calling in/documenting patient prescriptions, assist with incoming referral review/disbursement/scheduling, assist with covering front office receptionists during absences including Pullman office.

Other – Scan billing records - EOB's, scan patient charts, patient demographic entry, filing, copying, faxing as needed.

Job duties constantly evolve and change so adjustments may be made to the above job duties to adapt to the changing environments.

Computer skills for Centricity Practice Management Program (windows based), Word, Outlook and Excel.

Hours are (subject to change):

- Monday 8:00am - 5:00pm
- Tuesday 8:00am - 5:00pm
- Wednesday 8:00am - 5:00pm
- Thursday 7:30am - 5:00pm
- Friday 8:00am - 3:00pm

If you want to work in a fast-paced, professional environment with amazing team members, please apply today! Competitive pay with generous benefit package offered. This is a year-round position, and applications will continue to be accepted until position has been filled.

Please submit your resume with a cover letter. In your cover letter, please specify why your unique skills and experience make you the perfect candidate for this position. No phone calls, please.

Mikayla Olsen
Inland Orthopaedic Surgery
2500 West A Street, Suite 201
Moscow, Idaho 83843
molsen@inlandortho.net