

POSITION AVAILABLE: Medical Receptionist/Advanced Scheduler/Records Reviewer

START DATE: July 1, 2019

POSITION TYPE: 1 Full Time Moscow Office

SCHEDULE: Monday – Friday, No weekends

TO APPLY PLEASE SUBMIT: Cover letter, resume and employment application. In your cover letter, please specify why your unique skills and experience make you a good fit for this position.

Inland Orthopaedic Surgery and Sports Medicine Clinic is seeking upbeat, reliable individuals to help meet the needs of our patients, our physicians, and the community. We are in search of employees who are detail oriented and willing to go the extra mile for our patients. These individuals must be organized, self-motivated, professional, and have excellent customer service skills. 1-2 years of experience in a medical office is preferred but not required. Competitive pay with generous benefit package offered and you will have the opportunity to work in a fun, professional environment with amazing team members and physicians. Position is available immediately in our Moscow office. This is a full-time; year round position and applications will continue to be accepted until positions have been filled.

Essential qualifications include, but are not limited to:

- Demonstrated knowledge of medical terminology
- Demonstrated ability to perform detailed work in a timely manner with accuracy and thoroughness
- Demonstrated excellence with communication skills and ability to work cooperatively with people
- Demonstrated professional demeanor and pleasant, friendly tone of voice

Job responsibilities include, but are not limited to:

- Download and proof medical records
- Answer multiple line phones
- Schedule appointments
- Assist with incoming referral review and disbursement
- Assist with U of I training room orthopaedic referral scheduling
- Scan various department files
- Scan patient charts
- Assist with patient eligibility inquiries
- Manage medical record requests
- Back up front office receptionists
- Filing, faxing, copying and other office tasks
- Assist various departments with special projects as needed

PLEASE APPLY TO INLAND ORTHOPAEDIC SURGERY TODAY!

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