

POSITIONS AVAILABLE: Medical Receptionist - Moscow

START DATE: 1-2 Weeks

SCHEDULE: Monday – Friday

Inland Orthopaedic Surgery and Sports Medicine Clinic takes pride in our ability to provide the highest level of personable care and superior customer service. We have an opening for a Patient Service Representative in our Moscow office that shares our desire to serve our patients with compassion and integrity in our growing practice. We would like someone that is dedicated, organized, professional, courteous, motivated, and passionate about helping others. This is a fast paced medical clinic and we are looking for someone that is very organized and has strong multi-tasking skills. At least 1 year of professional experience is preferred. Competitive pay with generous benefit package is offered. You will have the opportunity to work in a fun, professional environment with amazing team members and physicians. Inland Orthopaedic Surgery is committed to being a great employer to our employees. This is a can be a full-time or part-time position, year round, M-F, no weekends. We are willing to work with applicants to create a schedule that works for both parties. Applications will continue to be accepted until position has been filled. To apply, please submit your resume and cover letter.

Preferred qualifications include, but are not limited to:

- Knowledge of medical terminology
- Ability to perform detailed work in a timely manner with accuracy and thoroughness
- Excellent communication skills and ability to work cooperatively with people
- Professional demeanor and pleasant, friendly tone of voice

Primary job responsibilities include, but are not limited to:

- Answer multiple line phones
- Schedule appointments
- Greet patients and ensure a smooth flow of operation during clinic
- Disinfect office and lobby with other employees
- Review patient paperwork and consents to ensure all documentation has been received and completed correctly
- Check patients in/out
- Receive faxes/mail and distribute accordingly
- Prep charts for upcoming visits
- Enter/update patient demographic information
- Obtain insurance referrals for visits
- Assist with incoming referral review and disbursement
- Filing, faxing, copying and a multitude of other office tasks pertinent to specialty medical practice

- Assist various departments with special projects as needed

Applicants must submit both resume and cover letter. Your cover letter must specify why you would be the ideal candidate to join our Inland Orthopaedic Surgery Team. If we would like to move forward in the hiring process, we will reach out with an employment application.

Job Type: Full-time or Part-time

Starting Pay: \$18/hour