

Front Office Supervisor at Pinnacle Healthcare in Yuma, AZ 85364

Full Time - Permanent

Pay Rate: \$17.00 \$20.00 Hourly, DOE/DOQ

Job Description

This is an excellent opportunity in an occupational walk-in care clinic in beautiful and sunny Yuma, AZ. Pinnacle Healthcare was established in 2002 as a locally operated occupational health clinic dedicated to supporting the people and businesses in the surrounding communities.

Front Office Supervisor Job Summary:

We are seeking qualified and dedicated front office supervisor to join our team. In this position, you will be responsible for a variety of administrative tasks. The ideal candidate must be able to demonstrate excellent written and verbal communication skills, while communicating with clients, staff, and various health vendors. Duties and Responsibilities include the following: other duties may be assigned.

- Responsible for supporting the medical receptionist staff, leading all front desk duties, and ensuring excellent customer service for patients and families.
- Ensure that all medical receptionist team members receive adequate training in all front desk policies and procedures.
- Assist the Clinic Manager in motivating the team and participates in the training and development of all medical receptionist staff.
- Communicates all important information to the medical receptionist staff to ensure workflows are being followed correctly. Streamlining processes as necessary for increased efficiency.
- Maintains office supply inventory for the clinic.
- Complete all charges on superbills and submit a daily deposit of co-pays and payments that were collected.
- Responsible for opening and closing of building
- Works alongside other clinical personnel, performing functions that help the clinic run smoothly.
- May lead huddles and or staff meetings to ensure an open line of communication with staff and leadership.
- Interpret documents such as safety rules, operation and maintenance instructions and procedural manuals.

Benefits Include:

- Dental, Life, Medical and Vision Insurance
- PTO
- 401K with Match

Job Requirements

Qualifications:

- Associates Degree or college certificate preferred.
- Minimum of two (2) years customer service experience or front office experience in medical practice/medical billing/registration/financial setting. Including one (1) year in a supervisory or leadership role required or an equivalent combination of education and experience. Skilled in Microsoft Office suite. Bilingual English/Spanish preferred.

How to Apply

Must send resume to smatthews@mattloc.com