

**Medical Office Receptionist at Yuma Cardiology Associates PC in Yuma, AZ**

**Job Posting Id: 4744778 on [aziobconnection.gov](http://aziobconnection.gov)**

**Full Time**

**Pay Rate: D.O.E**

**Job Description:**

Duties include; greeting and registering patients, answering phones, accepting patient payments, scheduling patients and maintaining multiple providers schedules and other tasks.

**Job Requirements:**

Our office uses an electronic medical records system so ideal candidate needs to be computer literate and able to multi-task in a very fast paced environment. Bilingual preferred due to the population served. Must have 1-2 years of experience as a medical receptionist. Must have a High School Diploma or GED.

How to Apply:

E-mail resume to [cindy.hernandez@yumacardiology.org](mailto:cindy.hernandez@yumacardiology.org)

Or

In person at:

YUMA CARDIOLOGY ASSOCIATES PC

1975 W 24TH ST, YUMA, Arizona 85364