

Receptionist - Job Posting: 4520483

Job Description

- Acts as a liaison between patient and other outside person, including medical office.
- Candidate will be responsible for making appointments, answering phones, directing calls, and addressing patient questions.
- Will prepare patient charts for treatment by medical staff.

Credentials Needed

- Minimum of six months of clerical experience in a medical environment required.
- Candidate must be organized and have exceptional attention to detail and a high level of customer service.
- Bilingual in English and Spanish required.