

Front Desk Receptionist/Medical Office & Scheduling Coordinator

A day at OSMC; Our Medical Office Coordinator will be responsible for...

- Answer phones and take referrals, pre-authorize visits
- Accurately schedule appointments. Good attention to detail is a MUST.
- Ensure complete and accurate completion of all intake paperwork prior to the visit.
- Maintain the patient's electronic chart.
- Manage the collection of all patient payments daily.
- Assist therapists with physical setup and observation of daily treatment as per therapist's plan of care
- Type various notes, letters, marketing materials, etc.
- Perform various cleaning of the physical therapy treatment area

What it takes

- Passion and dedication to patient education and personal growth
- Previous experience in a medical office setting is preferred
- Knowledge of health insurance is preferred
- Personability and the ability to build rapport with patients
- Strong ability to multi-task
- Attention to Detail

Schedule:

- 8 hour shift
- Monday to Friday

Job Type: Full-time, in person