

Job Title Physical Therapy Receptionist

Direct Supervisor's Title Director of Physical Therapy

FLSA Status Part time non-exempt Date 2/23/2016

JOB SUMMARY

We are looking for a positive and friendly team player who is organized and adaptable to a busy work environment. Individual must be a quick learner and solution oriented thinker. Medent experience and basic medical insurance would be preferred. Customer service experience is required.

DUTIES

ESSENTIAL FUNCTION	Duty
<input type="checkbox"/>	Greet and check in patients with a smile and caring nature
<input type="checkbox"/>	Answer phones, check messages, make confirmation calls for new patients
<input type="checkbox"/>	Pull and prep cards for next business day, file exercise cards away
<input type="checkbox"/>	Check and update any insurance and billing information
<input type="checkbox"/>	Process copays/balance daily cash reports and billing
<input type="checkbox"/>	Schedule patients
<input type="checkbox"/>	Help track insurance authorizations
<input type="checkbox"/>	Help close daily billing
<input type="checkbox"/>	
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QUALIFICATIONS

1. Education Requirements

GED, Associates degree or Ba

2. Experience Requirements

3. Skills and Competencies Requirements

Excellent communication and customer service skills required. Must be able to multi-task and have desire to work in a fast-paced, team-oriented environment.

PHYSICAL ACTIVITY: Sitting > standing, desk/office work, light lifting and some bending

WORK ENVIRONMENT: Open work station

This description is intended to provide only basic guidelines for meeting job requirements. Responsibilities, skills and working conditions may change as needs evolve.