

UNIVERSITY ORTHOPEDICS, INC.

Employment Notice

Job Description: Front Desk Receptionist – Dudley Street
Responsible to: Director of Operations and COO of Organization

This is a full-time position, 40 hours a week – Monday through Friday. Hours vary. The work in this position contributes to the patient's overall successful interaction within the office. Exceptional people skills are a must. The ability to fluently speak Spanish is a plus.

Principal Duties and Responsibilities:

1. Checking in patients. This consists of verifying demographic information via the computer and the Net Practice system, scanning the insurance card, collecting appropriate copayments/deductibles, and obtaining necessary signatures and paperwork.
2. Answering front desk telephones and directing calls as appropriate.
3. Printing schedules and superbills for next-day provider visits.
4. Batching out at the end of the shift. Coordinating superbills, checking charge slips, and verifying copays with cash collected.
5. Sorting mail/packages presented to front desk and directing to appropriate source; dispersing any incoming faxes to the appropriate source.
6. Other duties as assigned.

Minimum Level of Preparation

1. High School graduate with demonstrated maturity to deal with confidential information.
2. Pertinent job-related experience and familiarity to medical terminology.
3. Ability to calculate and collect cash transactions.
4. Interpersonal skills including excellent communication skills to deal effectively with staff, physicians, and patients in a courteous manner.
5. Professional, pleasant, cheerful, and neat appearance required.
6. Ability to maintain confidentiality.

Interested applicants should submit their resume to Susan Martins in Administration fax to (401) 831-6054 OR email to smartins@universityorthopedics.com.