



LANDMARK STAFFING

Position: Medical Receptionist

Location: Grand Junction, CO

Type: Full Time; Monday - Thursday 8:00 a.m. - 5:00 p.m.

Wage: \$16.00/ hour

Local pain specialists are looking for a Medical Receptionist to join their team. The ideal candidate would be a friendly person with high quality customer service skills, a quick learner, who is dedicated and reliable, and preferably has prior experience in the medical field. Looking for someone who would be eager to expand in training as there is always room for growth.

Job Responsibilities:

- Answering and returning phone calls. Assisting patients with their needs and coordinating phone calls to the appropriate party when necessary.
- Managing correspondences via email with quick and accurate responses.
- Scheduling appointments and maintaining scheduling calendars for staff members and patients.
- General administrative duties such as filing documents both physical and electronic, faxing information as needed, checking patients in and out of the office, etc.
- Collect payments as needed at the time of the appointment.
- Managing charts and updating information as needed including contact information, patient health information, insurance information, etc.

Job Requirements:

- At least 1 year of experience in Administration, prior experience in a medical office is highly encouraged but not required.
- Proficient in Microsoft Office Suite and strong computer skills required.
- Background check and drug testing is required for this position.
- Prior experience in processing insurance preferred.
- Windows 11 experience is highly encouraged.
- Must have reliable transportation to and from work.