

## Front Desk Position

The Front Desk position is the initial in-person impression of the practice

### Tasks:

- Promptly welcome patient to the practice
- Obtain and update accurate demographics, insurance, and financial data
- Ensure patient required paperwork is complete
- Answer all account information questions.
- Take payment transactions for copays and balances due
- Process provider charges to the charts
- Audit and correct coding as needed prior to billing
- Reconcile all payment and adjustment transactions
- Complete daily EMR reports
- Perform well under stress in a multitasking environment

### Physical Activity:

- Fast-paced
- Heavy computer work
- Sitting/standing/walking/talking

### Experience:

- High School diploma
- Computer literate
- Customer service skills
- Communication skills

### Desired Characteristics:

- Friendly
- Confident
- Reliable
- Energetic
- Team Player
- Adaptable
- Professional appearance and attitude

### Supplemental Skills:

- Nextgen experience
- Spanish speaking

### Wages & Benefits:

- Wage Range: \$16.30 - \$21.70/hr.
- Benefits for full time employees: Medical insurance with options for HSA, FSA, LPFSA, DCFSA, Employer paid Dental, Employer paid Vision, Employer paid Short Term Disability, Employer paid Long Term Disability, Employer paid Life Insurance, Cafeteria Plan selections, PTO, Paid Holidays, and 401K.