

BODYWORKS OPPORTUNITY

Position:

Full time 40 hour per week Medical Receptionist Position at our Beckley location.

Hours:

Monday-Thursday 8:45am-6pm, Friday 8:45am-5pm.

Requirements:

Must be familiar with various types of office equipment such as a multi-line phone, fax machine, copier, postage machine, credit card machine, calculator, understanding of computer based programs and technology to perform tasks as needed. Knowledge of medical terminology and billing helpful. Must be proficient in written and verbal communication skills. Must have the ability to problem-solve, multi-task, and work independently and in coordination with the rest of the Billing/Admin staff. The understanding of and ability to perform various departmental job tasks is essential. Experience or willingness to learn and be proficient in Medisoft Clinical and Office Hours programs.

Duties:

Greet patient and visitors. Answer questions professionally and accurately. Answer telephones. Schedule appointments. Monitor and manage the patient schedule for four Therapists. Collect copayments and deductibles. Key in patient charges. Assist in obtaining physician referral scripts, patient demographics and entering those into the Medisoft systems and EMR.

Confidential inquires and expressions of interest can be made in writing to:

BODYWORKS
Health Fitness Rehabilitation
Attn: Human Resources
9 Yellow Wood Way
Beckley, WV 25801-7126
Email debbies07@bodyworkshfr.com