

JOB TITLE: Medical Receptionist
Part-Time and/or Full-Time/Hourly/Non-Exempt Position

OFFICE LOCATION: 400 International Drive, Williamsville, NY 14221

GENERAL SUMMARY OF DUTIES: Responsible for check in and checkout of patients in an efficient and timely manner. Prompt and courteous customer service is of utmost importance.

ESSENTIAL FUNCTIONS:

- Review and prepare all medical records/charts for providers on a daily basis. Ensure that all required testing reports and proper forms are in the chart. Follow the chart preparation procedures for timeliness and accuracy.
- Verification of necessary patient demographic information including, but not limited to, patient name, address, phone, email, date of birth, social security number, pharmacy, referring doctor, primary care doctor and insurance data and recording in the electronic patient chart (EMR).
- Review of referrals and authorization status and complete if required.
- Collection of co-payments, documentation of payments in EMR
- Collection of self-pay fees for those that pay direct for services.
- Thorough review of insurance status of patients and member eligibility.
- Schedule and/or reschedule appointments for patients according as needed.

The functions listed above are meant to highlight key responsibilities of this position but does not encompass all aspects of position. Additional functions will be applicable to position.

PREFERRED CANDIDATE(S) POSSESS EXPERIENCE IN THE FOLLOWING AREAS:

- Medent EMR
- Past exposure and use of healthcare databases such as HealthEnet, HealthElink, Epaces, etc.
- Ability to multitask and thrive in fast paced environment.

FOR CONSIDERATION:

Please forward cover letter and resume via email or regular mail to:

application@invisionhealth.com

Invision Health
Human Resources Department
400 International Drive
Williamsville, NY 14221

Thank you for your interest in our practice!