



POSITION: **MEDICAL RECEPTIONIST**

STATUS: Full Time - Monday through Friday - 7am - 6pm
(depending on shift)

POSITION SUMMARY: Often times, the Medical Receptionist is the first face to face interaction that our patients have when visiting South Shore Orthopedics. As a result, the successful candidate must have excellent customer service skills and experience working in a busy medical office environment. In this role, the receptionist will need to be competent in using the electronic medical record, have excellent oral and written communications skills and the ability to work well in a team environment. Duties include greeting patients, check in, collection of copays and/or balances, registration verification and other duties as assigned. It is critical that the candidate has a pleasant and professional demeanor and strong customer service skills.

Interested candidates should email their resume to info@southshoreorthopedics.com

REQUIRED QUALIFICATIONS:

Knowledge/ skills & abilities:

- Excellent communication skills, oral & written
- Computer literate
- Ability performs multiple tasks and work independently.
- Excellent attention to detail
- Must be able to understand and comply with policies and the BUSINESS PROCESS DOCUMENTATION for schedulers
- Must be able to develop & maintain professional, service-oriented working relationships with co-workers, supervisors, clients and third party payers.
- Demonstrate understanding of SSO policies and procedures including but not limited to HIPAA, OSHA and other SSO compliance policies and procedures
- Ensure confidentiality of all SSO related activities
- OTHER SIMILAR AND RELATED DUTIES AS ASSIGNED

Education: High School Diploma or Equivalent

Licensure/ Certification: None required

WORKING CONDITIONS:

- (as example: Very little possibility of safety risks OR Possible exposure to bodily fluids)
- Ability to lift 15 pounds
- Regular sustained concentration
- Occasional conflicting demands, time pressure, deadlines
- Numerous interruptions may be expected since the employee is continuously interactive with clients, 3rd party payers, and other staff.
- The noise level in the work environment is usually low/medium.
- Must be able to sit for long periods of time.
- Must be able to use hands, fingers to type as well as see and hear.

CONDITIONS OF EMPLOYMENT:

- Successful candidate must submit to reference check and background check as applicable to position.

About South Shore Orthopedics

781-337-5555 (p) 781-741-6252 (f)

www.southshoreorthopedics.com - info@southshoreorthopedics.com

South Shore Orthopedics is a group practice with a dynamic and progressive culture. The highest quality orthopedic care is delivered with a modern and efficient approach. Each and every member of our organization exhibits honesty, integrity and respectful behavior. Our team will continue to grow and advance to meet the musculoskeletal needs of our community.

Our mission is to provide the highest quality orthopedic care in an accessible, safe, respectful and efficient manner.

As a group orthopedic practice, it is critical that our organization functions as a team and we collectively strive to create a work environment that is cooperative and collegial. Effective communication is vital. Each and every member of our team understands the competitive nature of our industry and, therefore, strives for excellence, both as an individual and on behalf of South Shore Orthopedics.

Professional development at all levels is supported and encouraged to deliver the safest and highest clinical care.

Our patients, our referring physicians and their offices are our customers. Their referrals are vital to our success. They will always be treated with respect and compassion.

Success and vitality are assured through a fiscally conservative management, anticipation of opportunities and flexibility to change.

Hard work will be rewarded, humor and fun appreciated and mutual respect demanded.

Updated January 2017