



RECEPTIONIST – FULL TIME

Organization: Shingletown Medical Center

Title: Receptionist/Full-time

Education and Experience Requirements:

Required Education: High School Diploma

Skills and Experience: Moderate to heavy computer use and data entry, heavy phones and phone etiquette, excellent communication skills, ability to work in a fast paced environment with professionalism in a team-oriented environment. The candidate must be flexible in order to work both independently and as a team player. Must maintain confidentiality relating to SMC personnel, patients and organization information.

Required: One year experience as a receptionist

Preferred: Experience in a community or rural health center.

Salary: \$12.50 per hour non-exempt (or commensurate with experience)

Tenure/Benefits: Permanent/Full-Time

Shingletown Medical Center provides medical, dental and vision care insurance for all full-time employees plus paid holidays, paid sick and vacation time, paid bereavement and jury duty leave.

Duties:

- Greet all patients and visitors promptly upon arrival. Patients are to be made as comfortable as possible and let know that we are here to meet their medical needs
- Alert medical staff immediately of any walk-in emergency
- Confirm all necessary information/paperwork needed for patient's appointment has been received by the time of the patient's appointment
- Collect and verify patient's insurance information
- Answer phones in a timely, courteous manner and screen incoming calls. Taking of messages and delivering them in a precise manner.
- Schedule and confirm appointments in keeping with a smooth patient flow.
- Collect all types of payments from patients and confirm at the end of each day that receipts and all computer entries balance.

For additional information please contact Denise Highfill HR/Compliance Officer at Shingletown Medical Center 530.474.3390. If you are a qualified applicant and are interested in this fast paced position please submit your resume to dhighfill@shingletownmedcenter.org