



Job Announcement

Are you interested in being part of a community health team in a rural setting? Shingletown Medical Center is a Federally Qualified Health Center located in beautiful Shingletown, CA. Shingletown is located in the Sierras a short drive from Lassen Volcanic Park.

Title: Front Office Clerk/Medical receptionist, Full time non-exempt

Salary: \$14.00

Shingletown Medical Center provides:

Medical, dental and vision care insurance for all full-time employees.

Paid holidays

Paid sick and vacation time

Paid bereavement and jury duty leave.

Education: High School Diploma

Skills and Experience: Typing/keyboarding, heavy phones and phone etiquette, excellent communication skills, ability to work in a fast-paced environment maintaining patient confidentiality and 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. This position is Monday – Friday with occasional Saturdays.

Required: One year experience as a receptionist

Preferred Skills and Experience: Knowledge of medical office protocol and medical billing.

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
- Work with all areas of the organization with courtesy and professionalism
- 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.