**Job Description: Medical Receptionist**

A busy Family Practice Clinic located at St. Mark’s Hospital (1250 East 3900 South, Suite 260, Utah 84124) is looking for an experienced Medical Receptionist to join our team. This is a full-time position (would consider part-time) with flexible working hours, career advancement, personal growth and a $300 cash signing bonus after a six month waiting period.

**Responsibilities:**
1. Welcomes patients and visitors by greeting them in a pleasant and friendly manner, in person or on the telephone.
2. Schedules appointments for multiple providers and optimizes patient satisfaction by utilizing time and resources effectively.
3. Notifies provider of patient’s arrival. Keeps patients and staff updated on delays and/or changes to the schedule.
4. Helps patients and families to feel comfortable, answers questions and maintains cleanliness of work and reception areas.
5. Maintains patient accounts by obtaining, recording and updating personal and financial information, including copays.
6. Receives and records current charges, payments on accounts, balance due at end of visit, balances cash, reconciles daily log and prepares bank deposits.
7. Helps patients in distress by responding to emergencies and/or calling for help.
8. Protects patient rights and privacy.
9. Maintains operations by following and adhering to policies and procedures; report needed changes.

**Education/Experience:**
2. Must accurately type >50 wpm.
3. Current in Basic Life Support and CPR certifications.
4. Medical terminology.
5. A minimum of one year or equivalent medical/office experience.
6. Competent with HIPAA Regulations.
7. Experience with an Electronic Medical Record System (EMR).
8. Familiar and/or experienced with Patient-Centered Medical Home.

**Qualifications:**
1. Attention to detail, including spelling and grammar.
2. Builds employee and patient morale through optimistic personality.
3. Conducts interpersonal communication and correspondence in a professional manner.
4. Displays teambuilding efforts.
5. Exceptional critical thinking and problem solving skills.
6. Knowledgeable regarding insurance carriers.
7. Facilitates an organized working environment by completing various tasks and duties as assigned correctly and in a timely manner.
8. Maintains professional composure under stress.
9. Motivated, self-starter who is dependable.
10. Receptive to organizational culture.
12. Reliable and punctual.
13. Willing to work hard.
Preferred skills:

1. Bi-lingual in Spanish/English.
2. Knowledge of triaging.
3. One to two years of experience in a clinical receptionist setting.

Additional Information:

Benefits: Medical, dental, life insurance, FSA and retirement benefits. Employee health and wellness program incentives. Employment will be contingent upon successful background checks and/or drug testing. The Utah Healthcare Institute is an equal opportunity and an affirmative action employer for veterans and persons with disabilities. Please note this is a non-smoking campus.

Wage: Negotiable based on experienced, education, skill level and four professional/academic references.

To apply, submit your resume and four professional/academic references to: recruiting@isihr.com. Please list the job title in the subject line and attach resume and references in WORD or PDF format.