



Clinic Receptionist

Position Purpose:

To offer excellent customer service while either scheduling appointments on the phone and in person, or checking patients in for their appointments. Follow all Allegro Pediatrics policies and procedures. Maintain positive working relationships with staff, managers, directors and physicians. Display and communicate a positive attitude.

Reporting Relationship:

This position reports to the Clinic Manager and/or Front Office Lead.

Responsibilities:

- Check patients in and out, and verify patient demographics. Schedule appointments using the Greenway Practice Management System.
- Verify and scan patient insurance, and Consent for Care, Financial Responsibility and HIPAA form. Collect co-pays and post on accounts.
- Maintain a working knowledge of office equipment including but not limited to: phones, computers, printers, credit card machines, fax machines, copiers and scanners.
- Have excellent customer service.
- Successfully process medical record releases using current protocol.
- Process, distribute, and scan correspondence and reports that arrives via mail, shuttle and fax.
- Process incoming forms including but not limited to: camp physical forms, authorization for medication forms, and sports physical forms.
- Phone appointment confirmations for the next day appointments.
- Take handwritten messages for physicians/nurses.
- When working in Bellevue, retrieve messages from the answering service which includes the newborns. Input information in the computer using the "Workflow for Registering Newborns".
- Help out with projects including but not limited to: front office, medical records and back office.
- Accurately balance individual cash drawers with clinic totals at the end of the evening, drop money according to procedure, and check out with nurses. If in Bellevue, call answering service to check out.
- Must maintain and protect confidentiality both patient and corporate (HIPAA).
- Must attend 80% of the monthly staff meetings.
- Must complete all mandatory trainings satisfactorily.
- Ability to work in any/all Allegro Pediatrics clinics as needed to provide adequate coverage.
- Ability to work in weekend and holiday rotation.
- Must work a minimum of 36 hours per week on average.

Please send cover letter and resume to: Resumes@allegropediatrics.com or fax to: 425-460- 5625 to apply.