

Job description

Cholla Medical Group Inc. is looking for a **Medical Receptionist/Front Desk** to join our busy mobile-physician Practice, located Phoenix/ Ahwatukee area.

Medical Receptionist/Front Desk Cholla Medical Group, Inc.

\$18.00 - \$21.00 an hour - Full-time (DOE)

Address of Practice:

10631 S. 51st Street, Suite 8

Phoenix, AZ 85044

Practice Hours:

Monday - Friday 8am-500pm

About Cholla Medical Group Inc.

At Cholla Medical Group Inc., you'll have the opportunity to perform a critical role in the geriatric community. Cholla Medical Group Inc. is an Arizona based, PCP (Primary Care Physician) oriented mobile doctor's office. Our licensed, mobile doctors make house calls and provide home medical services to patients in the comfort of their own Residence such as Senior Communities, Group Homes, or commercial Assisted Living Facilities (ALF's.) Our mobile physicians have years of experience caring for homebound, elderly, and other patients that aren't able to travel. Our mission is to continue to enhance our ability to deliver a concierge approach of excellent patient care.

Job Position: Medical Receptionist/Front Desk

Full Time

Excellent opportunity to join a busy mobile-physician practice located in Phoenix/Ahwatukee areas. The practice's core business is making house calls to Seniors in Group Homes and Assisted Living Facilities. The practice is busy and well organized and continues to grow.

We are seeking an individual with the following qualifications:

- Excellent interpersonal skills including an enthusiastic attitude and empathy for the patients.
- Prior experience within the medical field for at least 1 year
- Strong organizational skills.
- Team player. Work well with others within the organization.
- Willingness and motivation to learn the multiple aspects of a medical office.
- Detail oriented.

- Demonstrate an ability to work accurately in a very fast paced environment.
- An individual who is looking for a long-term position

Essential Responsibilities/ Job Duties but not limited to:

- Provides administrative support to MD, NP's & PA's daily; performing essential front desk operations

- Process all orders for labs, x-rays, consults etc. via EHR in a timely and efficient manner

- Utilize EHR to communicate results to providers and capture patient communication

- Ensure that medical records and latest ancillary testing results are included for every patient visit by placing results in the EHR and communicating with providers

- High school diploma or equivalent

- Graduation from an accredited medical assistant school

- Excellent attendance and punctuality

- Knowledge of medical terminology

- Must be detail oriented with excellent organizational and communication skills

- Possess strong interpersonal skills; good phone etiquette; and professional and courteous

manner

- Must demonstrate excellent judgment, communication/analytical skills & the ability to work

under pressure

- Ability to multi-task and perform multiple priorities

- Show a caring, cooperative and professional behavior toward patients, peers, providers and

management

- Must possess decision making ability and problem solving skills

- Requires the ability to work within a team environment as well as independently

- Provide excellent customer service

· Computer knowledge required – working knowledge of Microsoft Office

Job Description:

- Answer phones.
- Schedule patient appointments.
- Relay phone messages to the doctors and nurses.
- Assist in excellent patient experience.
- Assist with prior authorization for medical services/medications.
- Verify Insurance eligibility.
- Assist in keeping the office a clean and pleasant environment.

The above statements are intended to describe the general nature and level of work being performed by the person in this job and are not intended to be an exhaustive list of all responsibilities and skills required.

Job Type: Full-time

Salary: \$18.00 - \$21.00 per hour

Benefits:

- Health insurance

Schedule:

- Monday to Friday

Work Location: In person

Closed

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