SOUNDHEALTH SERVICES

Medical Receptionist

Busy ENT office is seeking a full-time Medical Receptionist. Our front desk staff are the first point of contact for our new patients. We are looking for friendly people who make patient satisfaction their top priority.

Duties include, but are not limited, to the following:

- Answering patient calls
- Setting up appointments specific to each each doctor's request
- Collecting and entering patient information accurately
- Scheduling follow-up testing and appointments as needed

Qualified candidates will have at least two (2) years of customer service experience in the medical industry and a minimum of one (1) year of EMR experience.

Please email your resume to recruiting@soundhealthservices.com and indicate Medical Receptionist position in the Subject line. You can include your preferred office location in the body of the email.

We are committed to creating a diverse environment and are proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.