



Pediatric Patient Service Representative

GENERAL SUMMARY: Must like children! We are a fun but professional office. This full-time position is responsible for registering patients, ensuring that complete and accurate information is obtained. He/she is accountable for the efficient operation of the front desk and provides a variety of administrative and clerical support to facilitate the smooth operation of the office.

Responsibilities

- Updates existing records, ensuring that information is complete and up-to-date and enters information into computer database.
- Collects appropriate payments, logs into automated system, calculates receipts and prepares package for courier pick-up in accordance with established procedures and schedules.
- Serves as first point of contact for patients and visitors and determines purpose of visit.
- Answers and screens telephone calls and takes accurate messages.
- Responds to inquiries and provides appropriate information or refers to staff member.
- Schedules appointments as needed in automated scheduling system, following established guidelines.
- Performs a variety of other clerical tasks: makes copies, sends and receives faxes, opens and distributes mail.

Required Qualifications:

- One year experience in a medical office environment
- High School Diploma or GED
- Basic computer skills

Desired Qualifications:

- Bilingual in Spanish a plus
- Previous experience using Athena system a plus

If interested, please send resume and cover letter to:

Email: humanresources@capitalareapediatrics.com

Fax: 800-660-7786