



MEDICAL CHECK OUT RECEPTIONIST

Rockland County, NY

Northeast Orthopedics and Sports Medicine has several Orthopedics practices in Rockland, Orange and Westchester counties. We currently have an exciting opportunity as **Medical Check Out Receptionist** based in Rockland County, NY

Specific duties and responsibilities

- To provide a caring and compassionate environment for all patients as they begin their treatment with the physicians
- Answer phones/schedule appointment
- Phone in prescriptions to pharmacies as requested by physician
- Prepare letters of medical necessity
- Provide PT scripts
- Verify patients insurance eligibility/coverage and financial responsibility
- Collect payments and copays due at the time of service
- Cross over to Front Check In when needed

Experience Required

- Must be proficient in fast paced working environment
- Minimum of 2 years Medical Check In/Out Receptionist experience with Spanish language is a plus
- HS or equivalent is required
- Excellent written and verbal communication
- Excellent organizational skills; Must be self - motivated
- Full knowledge of HIPAA practices and policies
- Computer skills with proficiency in Microsoft Office

We offer competitive hourly rate, health insurance medical, dental, vision, additional voluntary plans, 401K, parental leave, paid PTO.

Interested candidates should email their resume with desired hourly rate to mgarabed@neosmteam.com.

NEOSM is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.