



MEDICAL RECEPTIONIST

Orangeburg, NY

Northeast Orthopedics and Sports Medicine has several Orthopedics practices in Rockland, Orange and Westchester counties. We currently have an exciting opportunity as a **Medical Front Desk Receptionist** based in our Orangeburg, NY medical office.

SPECIFIC DUTIES AND RESPONSIBILITIES:

- Greets patients and visitors utilizing our EMR check in system
- Registers new patients and updates existing patients demographics
- Verifies patient insurance eligibility/coverage and financial responsibility
- Collect payments and copays due
- Maintains the reception area
- Other activities as assigned

KNOWLEDGE AND SKILLS:

- Good stepping stone position
- Medical receptionist experience is a plus
- EHR experience preferred, will train
- Knowledge of medical terminology and medical office procedures is a plus
- Multi-tasking, flexibility, telephone skills, customer focus, time management, organization, attention to detail, scheduling, professionalism, quality focus

SCHEDULE:

- 8 hour shift
- Day shift
- Monday to Friday

BENEFITS:

- 401(k)
- 401(k) matching
- Dental insurance
- Disability insurance
- Flexible spending account
- Health insurance
- Life insurance

- Paid time off
- Vision insurance

Interested candidates should email their resume 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.