

Front Office Staff (Medical Receptionist)

Family Health Care, Inc (Family Health Care, FHC) a Federally Qualified Health Center Look-Alike, is seeking a full-time Front Office Assistant. The Front Office Assistant will work both autonomously and in collaboration with the Front Office team at Family Health Care. Prefer experience in a healthcare setting.

All employees who work at least 20 hours a week receive GREAT BENEFITS! We offer a kid-friendly, casual, fun work environment. Plus, there is a fitness center, dental clinic, and vision office on site.

We want people who are:

- At their best in a constantly changing, challenging environment.
- Self-motivated and reliable.
- Friendly, personable and excellent communicators with a diverse population of clients and team members.
- Detail oriented with a high level of accuracy.

QUALIFICATIONS:

- At least TWO years of experience working in customer service.
- Excellent computer skills.
- Strong organization skill and attention to detail.
- Ability for follow procedures and learn new systems.
- Must be able to work in a team environment.
- Fluency in Spanish a major plus!

Medical Receptionist Summary...

Responsible for scheduling and verifying appointments, greeting and checking in patients, verifying income, registering new patients, receiving payments. Work closely with medical and billing staff and support the Team Leader by assisting with additional assignments as required.

Our purpose is to provide health care and supportive services to all, including the medically indigent, in a nondiscriminatory manner and setting, dedicated to continuity with quality medical care. If you are interested in a compassionate work environment, and in caring for the whole patient, please consider joining us at FHC.