

Medical Assistant/Receptionist

Job Description

Seeking an upbeat and hardworking individual to fill a permanent full time Medical Assistant/ Receptionist position. You must have at least 2 years of experience and be bilingual Spanish/English. Also, you must be able to multitask and manage multiple phone lines. This practice is located in Mount Dora, Florida. A "State of the Art" facility and friendly staff allows for a very good work environment! If you are interested in this position, that has room for advancement and growth, then this is a great opportunity for you.

Responsibilities:

- Answer multiple phone lines
- Assist in clinical duties as needed
- Welcome / greet patients
- Check in / Check out duties
- Conduct pre-authorization and patient's insurance verification
- Collect and input patient demographics
- Adhere to Hipaa regulations
- Register new patients
- Facilitate patient flow - communication between providers and patients
- Balancing daily collections
- Assist with inventory of office supplies and completion of business office reports

Benefits include: Health Insurance, Dental Insurance, and Paid Holidays

Job Requirements

- **Must be bilingual-Spanish/English**
- Two to three years' experience in a physician's practice
- High school graduate or GED
- Accredited Certificate Medical Assistant
- EKG and injection experience
- Must be able to display excellent telephone etiquette
- Ability to give patients special attention and to provide a warm welcome when they arrive
- Ability to follow written and oral instructions and to work with general guidance.
- Ability to document and input data accurately.
- Proficient computer skills and EMR/EHR experience - office is totally paper-less
- Strong communication skills required
- Good organizational skills and ability to handle multiple tasks.
- Knowledge of medical terminology a plus.
- Knowledge of Hipaa regulations.
- Willingness to perform other duties as needed