# Medical Receptionist

**Western Infectious Disease Consultants, P.C.**

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| **Location** | Broomfield, Colorado |
| **Pay** | $22.00-$24.00 per hour |
| **Schedule** | Full-time, in person |

**Western Infectious Disease Consultants, P.C.** is seeking an experienced, compassionate, and highly organized **Medical Receptionist** to join our Broomfield office. This position serves as an important first point of contact for our patients and requires excellent customer service, communication, multitasking, and problem-solving skills.

Occasional travel to our Lakewood office may be required, approximately 5% of the time.

## Key Responsibilities

- Answer and manage multiple incoming telephone calls
- Schedule patient appointments
- Check patients in for appointments
- Collect copayments
- Verify insurance eligibility
- Accurately document and distribute patient messages
- Route telephone calls to the appropriate department
- Scan patient records into the electronic medical record
- Prepare charts for upcoming patient visits
- Communicate effectively with referring providers and other medical practices
- Complete additional duties as assigned

## Qualifications

- Two or more years of medical receptionist or front-office experience preferred
- Proficient computer skills
- Ability to type at least 45 words per minute
- Excellent customer service, listening, and communication skills
- Strong organizational and problem-solving abilities
- Ability to remain professional and effective in a fast-paced environment
- Compassionate and patient-focused approach
- Ability to work both independently and as part of a team
- Professional appearance and demeanor
- Familiarity with medical terminology preferred
- Electronic medical record experience preferred
- Spanish-speaking or bilingual skills preferred
- Ability to lift up to 35 pounds

## Benefits

- Health insurance
- Dental insurance
- Vision insurance
- Life insurance
- Paid time off
- 401(k)

- Retirement plan

## Employment Requirements

Employment is contingent upon successful completion of a background check. COVID-19 and influenza vaccination are required.

**Job Type:** Full-time

**Work Location:** In person at our Broomfield office

**Western Infectious Disease Consultants, P.C. is looking for someone who takes pride in creating a professional, welcoming experience for every patient. If you have medical front-office experience and enjoy working in a collaborative healthcare environment, we encourage you to apply.**