

# Carmel Pediatrics

## JOB DESCRIPTION

**Position:** Front Desk Receptionist – JOB SHARE

**Reports to:** Director of Operations

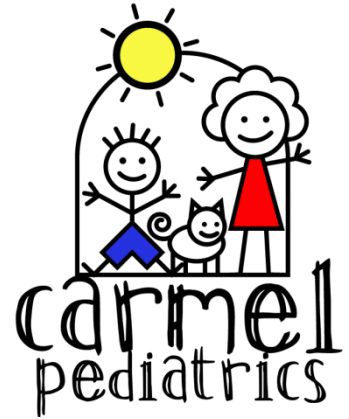
**Salary:** Hourly (non-exempt employee)

**Hours:** Part-time, Tuesdays and Fridays 8am-5:00 pm & Wednesdays 1:30-5:00 pm

**\*\*FLEXIBLE SCHEDULE REQUIRED!!\*\***

**\*\*Two doses of COVID Vaccine are REQUIRED!!\*\***

We are currently looking for a charismatic, bubbly, and energetic individual to join our front desk team. This part time position offers a flexible schedule and a ton of fun. If you feel you fit these simple traits, please apply to join our team!



### Basic Responsibilities

- Greet patients
- Check in/check out patients
- Pull and prepare charts for future appointments
- Answer phone calls
- Schedule appointments
- Collect balances and/or copays, if appropriate
- Verify insurance
- File charts according to practice filing standards
- Perform special projects as assigned by doctor or Director of Operations

### Preferred Skills

- Outgoing, kind, and ability to communicate with a diverse patient population
- High quality written and verbal communication skills required
- Be able to function in a fast-paced environment with little supervision
- Ability to multi-task and handle different responsibilities
- Business casual attire required
- Ability to adhere to practice policy and procedures assigned by Director of Operations

### Required Qualifications

- High school or GED diploma required at a minimum
- At least two (2) years of experience in a office setting, medical facility preferred
- Ability to lift at least 20 pounds
- Ability to sit at a desk for majority of the day
- Flexible schedule required

To apply for an open position, please contact Nicholas J. Hannah, MSM, Director of Operations, at 317-582-7875, or by e-mail at [nick@carmelpediatrics.com](mailto:nick@carmelpediatrics.com).