

## **Carmel Pediatrics**

### **JOB DESCRIPTION**

**Position:** Front Desk Receptionist

**Reports to:** Director of Operations

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

**Hours:** Part-time, 8-5 p.m., days: Monday and Friday

### **Basic Responsibilities**

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

### **Preferred Skills**

- Outgoing, kind, and ability to communicate with a diverse patient population
- High quality written and verbal communicational 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).