

Front Desk Medical Receptionist

Front Desk Medical Receptionist: Full-time position responsible for front desk in busy family practice. Job duties include, but not limited to, greeting & directing patients, scheduling appointments, telephone coverage, patient registration (check-in), initiating triage messages, fax machine, & providing support as needed to co-workers; medical office experience and/or NextGen experience preferred. Salary commensurate with experience. Serious inquiries need only apply. Work hours: M – F during business hours, some Saturdays- AM only. Please e-mail résumé to dfpmd1@yahoo.com. EOE.