

## **JOIN OUR PATIENT CENTERED CARE TEAM as a FRONT DESK RECEPTIONIST**

Growing and busy Sports Medicine and Family practice is seeking a qualified medical professional to join our family.

### **WHO WE NEED:**

We are looking for a talented, friendly, and energetic Receptionist to join the PSFM family! You get energized by helping people in need. In fact, you should LOVE people and are passionate about helping solve their problems. Someone who is excited by providing and guiding excellent customer service ensuring for a smooth and seamless experience for our patients.

This is a fantastic position for a new grad or someone looking to re-enter the workforce.

### **WHAT YOU'LL DO:**

- Drive a first level customer service experience
- Manage customer wait times
- Handle all phone inquiries, transfer calls to appropriate parties
- Ensure prompt greeting for clients
- Oversee reception desk is tidy at all times
- Ensure that all patient information is entered accurately in the medical records system and that patient payments are processed correctly
- Manage cash drawer reconciliation and oversees EOD processes
- Assist with training and monitoring new hires as part of the daily front desk processes and operations.

### **WHO WE NEED:**

- Prior experience in a healthcare environment or working as a receptionist are major pluses, but not required.
- Have a patient first, patient centered mentality and lead by example
- Knowledge or familiarity with an electronic medical records system is a huge bonus.
- Flexible and available to work some nights and some Saturday mornings.

## WHY PSFM:

We strive to provide a concierge patient care experience, and we are fantastic at doing it! We also offer:

- Competitive compensation – up to \$16.00/hour depending on experience
- Health Benefits – Medical / Dental / Vision
- 401K with a generous 4% company match
- Paid Time Off (PTO) & Sick Time Banks
- Flexible work schedules for a true work-life balance
- Fantastic Growth potential
- Stocked snacks, quarterly contests, weekly Lunch & Learn sessions, and much more!!!

PSFM celebrates diversity and is committed to creating an inclusive workplace that represents a variety of backgrounds, perspectives, and skills. You've found the equal opportunity employer you are looking for. We can't wait to meet you!

Job Types: Full-time, Part-time

Salary: \$14.13 - \$16.00 per hour

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Health insurance
- Health savings account
- Paid time off
- Vision insurance

Schedule:

- Monday to Friday
- Weekend availability

Work Location: In person

