

MEDICAL OFFICE RECEPTIONIST

Join the team at West County Psychiatric Care, where we prioritize the well-being of minds with kindness. Currently, we have a full-time or part-time non-exempt medical office position available, dedicated to maintaining the front office and representing our practice with the utmost professionalism.

Position Overview:

As a crucial member of our team, you will seamlessly handle the front office operations, ensuring a positive and efficient experience for our patients. This multifaceted role involves effortless multitasking, efficient prioritization, and a proactive approach to patient requests. Key responsibilities include patient check-in and check-out, receiving payments, answering telephones, and making outbound calls to patients.

Key Responsibilities:

- **Efficient Front Office Management:**
 - Patient check-in and check-out procedures.
 - Accurate handling of payments and financial transactions.
 - Professional and courteous telephone etiquette.
- **Patient Interaction:**
 - Handling patient requests with a customer-centric approach.
 - Placing outbound calls to patients for necessary follow-ups.
- **Administrative Tasks:**
 - Efficiently managing administrative duties with a positive attitude.

About Us:

West County Psychiatric Care is a small, privately owned clinic featuring three dedicated providers. We proudly cater to patients aged 13 and over, specializing in Geriatric Mental Health, Women's Psychiatric Care, Drug Dependencies, Mood Disorders, OCD, Generalized Anxiety Disorders, Panic Disorders, ADHD, PTSD, Psychotic Disorders, and a range of other psychiatric conditions. Our commitment to growth and excellence in mental health care drives our continuous expansion.

Qualifications:

- Previous experience in a medical office or receptionist role is preferred.
- Exceptional multitasking and prioritization skills.
- Positive attitude and excellent interpersonal skills.
- Proficiency in handling administrative tasks with attention to detail.
- Comfortable working in a dynamic and fast-paced environment.

Why Join Us:

- Contribute to a practice dedicated to kindness and mental well-being.
- Collaborate with a passionate team in a professional work environment.
- Opportunities for professional development in a growing clinic.

Mental/Physical Requirements:

- Involves sitting for long periods of time on a computer and working in a fast-paced office environment.
- Occasionally lifting 25+ pounds.

Hours:

- Monday - Friday 9am-5pm. in the office.

Benefits:

- Currently we do not offer benefits. As the practice grows benefits will become an option.