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# Example of Clinic Receptionist Job Description

Our innovative and growing company is searching for experienced candidates for the position of clinic receptionist. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for clinic receptionist

* Cover other locations as needed
* Registers patients for emergency and outpatient services, ensuring that complete and accurate information is obtained
* Accountable for the efficient operation of the front desk and reception function for a clinic or outpatient department
* Provides a variety of administrative and clerical support to facilitate the smooth operation of the clinic or department
* Answer phone with multiple lines
* Greet and direct patients and visitors to the clinic
* Provide telephone and clinic information to callers
* Assists other areas as assigned, to include but not limited to typing, sorting, filing and other office duties
* Assists with queries from the public and patients
* Ensures knowledge of staff movements in and out of Clinic

## Qualifications for clinic receptionist

* Collect and record payments such as co-pays
* Knowledge of the Medical Clinic and Hospital organization and it subdivisions in order to direct incoming calls
* Ability to quickly and accurately manage heavy call traffic on multi-incoming and outgoing lines
* Knowledge of the capabilities of the telephone system and the procedures necessary to connect a number of parties on one or both ends of complicated conference calls and to arrange two-party conference calls
* Knowledge of patient confidentiality and privacy requirements
* Ability to direct patients, visitors and physicians to all areas of the clinic appropriately