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# Example of Clinic Receptionist Job Description

Our innovative and growing company is looking for a clinic receptionist. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for clinic receptionist

* Greets and responds to applicants for employment
* Assists with patient procedures, phlebotomy, student and employee health programs, telephone triage of patients' medical needs, and referrals
* Maintains patient records and orders supplies as needed
* Performs routine cleaning of all medical instruments
* Answer telephone calls and medical questions, and provides medical advice as needed
* Submits monthly and annual reports to the Director of Student Union Services concerning student and employee usage of the campus clinic
* Ability to lift and restrain patients, both adults and children, observe patients visually, and communicate verbally
* Ability to stand, bend, stretch, walk and run with or without reasonable accommodations
* Coordinates and schedules services for patients and providers
* Manages office supplies

## Qualifications for clinic receptionist

* Six months of medical experience or completion of medical program preferred
* 2-5 years of previous administrative assistant experience required
* Some experience with Outlook and PowerPoint a plus
* Receptionist and/or medical office experience preferred
* 0-1 years' experience in a medical office or in a healthcare related position highly preferred
* 0-1 years' experience in a medical office or a hospital acute care unit