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# Example of Clinic Receptionist Job Description

Our company is growing rapidly and is looking for a clinic receptionist. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for clinic receptionist

* Locate information pertaining to patient questions on accounts daily appointment scheduling and routine slip production
* Maintenance of the medical charts in a timely manner
* Actively participates in maintaining and/or improving quality initiatives regarding physician billing computer system and patient satisfaction survey
* Maintain high level of competence on physician billing computer system and hospital computer system
* Receive/transfer patient records and record filing system
* Verify patient demographic information and accurately enter the same into computer system
* Review charge slips submitted by physician and accurately enter charge information, assist physician with accurate coding information and process in a timely fashion to the Central Business Office
* Assist patients in understanding account balances to contribute to the efficiency of the office
* Assists patients in understanding account balances and actively work to collect same
* Sorts and distributes incoming/outgoing mail and correspondence

## Qualifications for clinic receptionist

* Prefer vocational or technical college graduate as a medical secretary or medically related field
* Must have a minimum of 12 months in a customer service role
* Must have knowledge of dental insurance
* Must be able to ask for and collect money
* Understanding of diversified insurance plans (Medicaid and CHIPS) Managed Care plans
* Experience with pediatrics (preferred but not required)