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# Example of Veterinary Receptionist Job Description

Our growing company is searching for experienced candidates for the position of veterinary receptionist. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for veterinary receptionist

* Monitors lobby for soiling or clutter and arranges clean up as needed
* Answers telephones using proper etiquette and tone as determined by established standards
* Prepares medical records one day prior to appointments
* Attaches loose forms to medical records and files promptly
* Purges old medical records according to policies
* Delivers and sends faxes, email and other correspondence promptly to the correct individual
* Files records and paperwork accurately according to defined numerical or alphabetical systems
* Financial Transaction Processing
* Listen empathetically
* Assess each client’s rare need, the pet’s general condition

## Qualifications for veterinary receptionist

* Problem solving skills to quickly and accurately assess and recognize emergency situations, difficult/unpleasant situations and/or individuals and take the appropriate action
* Skills to work with and maintain confidentiality of information and materials
* Reception experience
* Clerical support experience
* Experience with entry and retrieval of data from computerized databases
* Experience organizing and prioritizing work effectively to achieve timely progress on multiple simultaneous projects, distribute effort appropriate among the projects, meet deadlines, and maintain a high level of productivity