



# Example of Front Desk Job Description

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Our company is looking for a front desk. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for front desk

- Participate and conduct recreational activities
- Takes appropriate messages for physicians or employees including the patient's/person's name, phone number, company name (if applicable), date and time of call and nature of call
- Obtains new patient information form and medical history form for all new patients
- Old patient information must be verified
- Calls each no-show patient, noting this in the patient's chart
- Files all medical records
- Distributes faxes and maintains fax supplies and equipment
- Obtain medical records prior to the patient appointment
- Forward phones at the end of the day to answering service
- Additional Duties & Responsibilities

## Qualifications for front desk

- Experience with multi-line phone systems preferred
- Previous experience with a healthcare practice management system preferred
- Financial Services background nice, but not required
- Experience doing expense reporting
- A high school diploma or its equivalent is required for this position
- Two or more years' experience in the Hospitality Industry a plus