



# Example of Medical Receptionist Job Description

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Our company is growing rapidly and is searching for experienced candidates for the position of medical 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 medical receptionist

- Schedule patients
- Answering inbound calls from clients, patients, doctors and nurses
- Occasionally creating documents using Microsoft Word when needed
- Answer high volume inbound calls on multi-line phone system
- Take messages and transfer calls to appropriate staff or departments as needed
- Greet and sign in visitors and check in for scheduled appointments
- Conduct data entry into proprietary computer system
- Compile documentation for submission and review
- Schedule appointments for new and recurring patients
- Assist in filing duties and additional office tasks as necessary

## Qualifications for medical receptionist

- Ability to work Monday - Thursday 9AM - 6PM and Friday 9AM - 3PM
- 6 months as a receptionist in medical office
- Associate's degree or certificate equivalent preferred
- 1-2 years experience as a receptionist, customer service representative or front desk representative in a healthcare setting preferred
- 1-2 years experience in a call center is preferred
- HHA Exchange software experience is a plus!