

*Medical Front Office Staff - Looking for a bilingual medical front office staff for an outpatient neurology clinic in Bradenton, Florida. Must have **medical** office experience. eCW (EMR) experience a huge plus for this position.*

Job Description

Communication Skills

- Meeting & greeting patients in a professional manner
- Answering patient phone calls, emails, & voicemails in a timely manner
- Scheduling, re-scheduling, cancelling, confirming and reminding patient appointments

Administrative skills

- Check-in & check-out patients efficiently and process patient balance payments
- Scanning, faxing, emailing & filing patient documents in an organized manner
- Verify insurance with billing team, collect payments and answer basic billing questions
- Accurate data entry skills with patient intake forms
- Adherence to office policies, procedures, and HIPAA regulations

Problem Solving skills

- Assist distraught, ill, or disabled patients with compassion and professionalism
- Teamwork and multi-tasking skills to expedite workflow between staff & providers

Technical Skills

- MUST have experience with eCW (EMR)
- Microsoft Office skills

Education

- HS Diploma or comparable certified medical office training
- Certified Medical Assistant a bonus

Email updated resume to **manager@psna.biz**