



Healthy Connections Hood River is Hiring!!

Medical Receptionist Position

Our innovative Concierge Functional and Primary Care practice is looking for an experienced team member to help with our rapid growth. As a Medical Receptionist, you will play a crucial role in providing excellent patient service and ensuring the smooth operation of the medical office. Your attention to detail, strong organizational skills, and ability to handle multiple tasks will contribute to the overall efficiency of the practice and satisfaction of our clients.

If you meet the qualifications listed above and are looking for an opportunity to join a dynamic healthcare team, we'd love to hear from you!

Job Duties:

- Greet patients and visitors in a professional and friendly manner
- Answer phone calls and schedule appointments
- Verify patient information and insurance coverage
- Collect co-pays and process payments
- Maintain patient records and update information as necessary
- Assist with medical billing and coding tasks
- Coordinate referrals to other healthcare providers
- Ensure the waiting area is clean and organized

Qualifications:

- Previous experience as a medical receptionist or in a similar role required
- Familiarity with medical terminology and procedures
- Proficiency in using electronic medical record systems
- Excellent customer service and communication skills
- Strong attention to detail and organizational abilities
- Ability to multitask and prioritize tasks effectively
- Knowledge of insurance verification processes



Hours and Compensation:

This job is part-time, Mondays, Wednesdays and AM Fridays. Total hours/week approx 16-20 with some flexibility. Please note that this is *not* a remote position. The Medical Receptionist will be expected to work on-site at the medical office.

Pay is generously commensurate with experience and ranges from \$20.00 - \$23.00 per hour. Benefits include PTO, sick time and retirement benefits (available after 90 days).

How to Apply:

To apply for this position, please contact our clinic manager, Heather Nielsen, at heather@healthyconnectionschr.com. Email your resume and a brief letter of interest. Qualified candidates will be contacted for an interview.

Enjoy a supportive, flexible, and encouraging professional environment with opportunity for growth and learning!