

Front Office Coordinator

POSITION SUMMARY

The Front Office Coordinator works as part of our dermatology team which aims to deliver the highest level of patient care. In addition to a strong commitment to customer service, the ideal candidate must have the ability to multitask in a busy office, have a positive attitude, and be a team player!

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Greet patients in an enthusiastic, friendly, and helpful manner
- Answer telephone calls on a multi-line system promptly and retrieve messages
- Schedule New and Follow-up appointments on a cloud-based system
- Check in patients before visits, updating demographic information and verifying insurance information and eligibility
- Perform transactions for co-payments, outstanding balances, cosmetic services, and retail products
- Answer questions about medical, surgical, and cosmetic services and products
- Take detailed messages from patients in the electronic health record
- Answer billing and insurance questions
- Sort and send mail
- Scan and fax documents and provide other administrative duties as needed
- Other assigned duties as needed
- Manage schedule of two healthcare providers, and likely up to four providers, as practice grows

MINIMUM REQUIREMENTS

- 1+ year prior Medical Receptionist experience (preferred)
- Prior experience with EMR systems (preferred)
- Education: High school or equivalent (required)
- US work authorization (required)
- Team player who works well with others
- Motivated by the goal of providing exceptional patient care
- Detail-oriented and organized with the ability to multitask
- Excellent communication skills- professional, articulate, positive, personable, and energetic
- Strong computer skills and familiarity with Apple operating systems
- Bi-lingual preferred, but not required
- Ability to be empathetic with patients; ability to maintain confidentiality



BENEFITS & WAGES

- Paid Time off
- Health Insurance
- Dental Insurance
- Employee discounts

SCHEDULE

- Full-time Monday – Friday, hours may vary
- No weekend or evening shifts

HOW TO APPLY

If you are interested in joining our brand new dermatology practice in Arlington, VA, please send your resume and a cover letter directed to “Arlington Dermatology” to the form specified on our Career Opportunities page. We are excited for the possibility for you to join our team!