



JOB TITLE: FRONT DESK RECEPTIONIST

REPORTS TO: FRONT DESK AND MEDICAL RECORDS COORDINATOR

RESPONSIBILITIES:

- Interviews and registers new patients;
- Assists new patients with filling out registration form;
- Checks insurance eligibility and copy card;
- Checks appropriate documents for income determination;
- Inputs registration information into computer;
- Prints registration form;
- Orients patient to health center procedures;
- Orients and distribute patient bill of rights;
- Has patient sign consent form;
- Prepares appropriate forms for medical record as needed;
- Collects necessary fee;
- Makes future appointments;
- Inputs appointments into computer and on patient's appointment card;
- Returns receipt, appointment card and Rx forms to patient;
- Receives cash from fiscal office;
- Checks balance after each session;
- Makes daily cash reconciliation;
- Counts cash and place in safe box at end of day;
- Participates in Case Management and patient surveys in maintaining quality assurance;
- Orients patient to different services;
- Monitor the providers' scheduling system; and
- Other duties as assigned.

QUALIFICATIONS:

- High school degree or equivalent;
- Bilingual in English/Chinese (Cantonese and Mandarin)/Spanish;
- Typing or computer knowledge; and
- Reception experience preferred.

SALARY: Commensurate with experience

Applicants can email or fax resumes to:
Charles B. Wang Community Health Center
Attention: Flora Chung
Fax: (718) 886-2568