

Medical Receptionist

Full Job Description:

We are seeking a Medical Receptionist to join our team!

Established in 1996, Advanced Eye Physician is a comprehensive eye care practice with two locations with state-of-the-art equipment, great staff, and wonderful work environment. Both locations have an in office optical and both are located in the hearts of Chinatown, Manhattan and Flushing, Queens. We take pride in providing excellent patient care and outstanding eye services to our communities. Our facilities currently employ 3 ophthalmologists and 1 optometrist. We are looking for staff members who will help continue our mission to provide quality care to our patients' every eye need!

Our patient demographic is primarily Chinese speaking so we are seeking bilingual receptionists who can speak Mandarin and/or Cantonese. We are also looking for anyone that can speak Spanish, Korean, or Vietnamese. To be able to speak Chinese or another language is preferred but not required. We are looking to expand the demographic of patients we can serve within New York's diverse communities!

Responsibilities:

- Greeting patients
- Answering the phone
- Refracting patients' eyes
- Checking patients in and out
- Booking future appointments
- Confirming appointments
- Collecting patient insurance and contact info
- Preparing patient charts and appropriate forms
- Obtaining Referrals and directing patients
- Checking insurance eligibility and coordination of benefits
- Collecting payments and reporting end of the day
- Assists in keeping waiting room neat and sanitized
- Performs other duties as required
- Maintain HIPAA compliance at all times

Qualifications:

- 1-2 years of medical receptionist experience (preferred not required)
- Speak Mandarin and Cantonese or another language (preferred not required)
- Proficiency with computers and answering phones
- Pleasant attitude and professional appearance
- Excellent communication skills and Customer service skills
- Can work quickly and efficiently in a fast-paced environment

Benefits:

- Competitive Compensation
- Flexible schedule
- Holiday pay (FT only)
- Paid sick leave
- Individual Insurance benefits (FT only)
- Incentives and bonuses
- Room to grow

If this opportunity sounds right for you, please inquire through our [Book Appointment](#) feature. If you have any questions, please do not hesitate to contact us through there also. We are very responsive!

Job Types: Full-time, Part-time

Pay: Competitive Salary

Schedule:

- 8 hour shift
- Day shift
- Monday to Friday
- Weekends
- Flexible

Education:

- High school or equivalent (not required)

Work Location:

Both locations (preferred but you can choose one)