



## Lakeview Clinic, Ltd. Job Description

**Position: Medical Receptionist**

**Classification: Full-time, Non-exempt FTE 1.0**

**Reports to: Front Office Manager**

**Location: Waconia (primary), Norwood Young America, Watertown, Chaska**

**Positions Supervised: None**

### **Job Summary:**

The Medical Receptionist is responsible for a variety of patients care including but not limited to: Greet and assist patients in a supportive and polite manner. Act as the first point of contact with a calm and friendly demeanor that represents Lakeview Clinic. This position requires a professional appearance, great social skills, and telephone etiquette.

### **Duties/Responsibilities:**

- Scheduling appointments according to providers and guidelines
- Verifying insurance billing and demographic information
- Support the department ensuring quality and helpful services
- Answering calls in a timely, pleasant, and professional manner
- Process payment transactions (copayments)
- General office work
- Other duties as assigned

### **Required Skills/Abilities:**

- Demonstrated initiative, ability to work with others, and good professional judgment
- Ability to work independently and organize time effectively
- Strong Verbal and written communication
- Basic Computer skills
- Medical Receptionist experience is preferred
- Telephone etiquette skills
- Ability to promote and maintain good patient relations and patient confidentiality

### **Education and Experience:**

- High school education or equivalent
- 1-year related experience

### **Physical Demands:**

- Prolonged periods of sitting at a desk and working on a computer
- Frequent standing, walking, reaching, bending, stooping, lifting to 25lbs.
- May have to Lift, carry, push, and pull items up to 50 lbs., with assistance if needed.
- Frequent use of keyboard, mouse, phone, copy, and fax machines.

**Compensation and Benefits:**

Wage Range: \$19.00 – \$21.000 per hour

Compensation decisions are made based off several factors including relevant work experience, education, certification, and licensure as well as internal equity. Wages are just one part of our employee compensation package. Lakeview Clinic offers benefits including medical and dental coverage, paid time off, 401(k), holiday pay, life insurance and other voluntary supplemental insurance coverages.

Lakeview Clinic is an equal opportunity employer and does not discriminate based on race, color, creed, religion, national origin, sex, sexual orientation, gender identity or expression, pregnancy, disability, age, marital status, genetic information, veteran status, or any other characteristic protected by applicable federal, state, or local law.