

## **Chiropractic Office Receptionist/Assistant**

Friendly chiropractic office looking for dependable, motivated multi-tasker, who enjoys working with people. Responsibilities include patient check-in, patient checkout, collecting fees, billing, handling insurance questions, scheduling appointments, following up on missed appointments, filing, general care and maintenance of the office and other tasks as needed.

### **Job Purpose:**

Serves patients by greeting and helping them; scheduling appointments; maintaining records and accounts; copying, faxing, and linking information into patient chart.

### **Duties:**

- Welcomes patients and visitors by greeting patients and visitors, in person or on the telephone; answering or referring inquiries.
- Optimizes patients' satisfaction, provider time, and treatment room utilization by scheduling appointments appropriately.
- Ensures availability of treatment information by filing and retrieving patient records.
- Maintains patient accounts by obtaining, recording, and updating personal and financial information. Medical insurance experience is a plus, but not necessary.
- Obtains revenue by recording and updating financial information; recording and collecting patient charges; filing, collecting, and expediting third-party claims.
- Protects patients' rights by maintaining confidentiality of personal and financial information.

### **Skills/Qualifications:**

Multi-tasking, Flexibility, Telephone Skills, Customer Service, Time Management, Organization, Attention to Detail, Scheduling, Professionalism, Quality Focus. We are a small, but busy office, thus exceptional multi-tasking skills are required.

### **Hours/Availability:**

This is a part-time position. Ideal candidate will work the following schedule:

Monday: 9:00AM – 12:00PM, 2:00PM – 6:00PM

Tuesday: 2:00PM – 6:00PM

Wednesday: 9:00AM – 12:00PM, 2:00PM – 6:00PM

Thursday: 9:00AM – 12:00PM, 2:00PM – 6:00PM

Friday: 9:00AM – 12:00PM

**If interested in applying for this position, please submit a completed application to the address below:**

Advanced Chiropractic Clinic  
Attn: Human Resources  
322 Susan Drive, Suite B  
Normal, IL 61761  
Fax: (309) 454-5669

**An application is required for consideration. You may print a PDF application from our website at [www.doctor-steve.com](http://www.doctor-steve.com) or you may pick an application up at our office.**