

Full Time Medical Office Receptionist– Obesity Medicine Practice in Warrington, PA

No medical benefits offered. Current influenza (flu)vaccination is a requirement for employment.

Pay Range: \$18.00 - \$21.00 per hour

Benefits offered:

- **80 hours PTO**
- **Paid lunch**
- **Paid holidays**
- **401(k) with match**

Office hours: Monday through Thursdays 8:30 AM – 6 PM.

New Start Medical is privately-owned medical practice providing weight management programs to patients 18 years and older, developed to meet the specific needs of each patient. In addition, we manage related comorbidities such as diabetes, dyslipidemia, hypertension, fatty liver disease, obstructive sleep apnea, and metabolic syndrome and provide preventative medical care. Our program follows the Obesity Medicine Association guidelines and has been designed to provide safe and healthy weight loss in a medically supervised setting.

Major Responsibilities/Tasks:

- Welcome patients and visitors by greeting patients and visitors, in person or on the telephone; answering or referring inquiries.
- Complete prior authorizations as required for medications prescribed to patients.
- Schedule patient appointments and procedures according to established protocols.
- Obtain accurate information from patients and other physician offices and ensure registration forms are complete.
- Verify insurance coverage. Experience with Pear & Availity is helpful.
- Maintain patient accounts by obtaining, recording, scanning and updating personal and financial information.
- Collect patient and insurance payments and reconcile charges. Provide information to patients regarding unpaid balances.
- Check out patients and create sales receipts.
- Must be able to lift 20 lb boxes.
- Maintain files and records.
- Maintain patient and medical practice confidentiality.
- Perform other related duties as directed or assigned.