



# The Foot and Ankle Health Center

(801) 409-2100 | UtahFoot.com

6028 S. Ridgeline Dr., Ste 205, South Ogden, UT 84405

**Position:** Receptionist

**Reports To:** Office Manager

**Summary of Position:** The receptionist is responsible for answering calls, scheduling patients, checking patients in, checking patients out, collecting copays, verifying insurance benefits, preparing charts, filing, sorting mail, making reminder calls, typing letters, writing thank-you cards, ordering supplies, taking inventory of supplies on-hand, keeping rooms and patient waiting areas clean and keeping rooms stocked with supplies. The receptionist may also be asked to room patients, collect vitals, take x-rays and assist the physician with minor office procedures as required. The receptionist will also perform other duties as assigned.

The receptionist is a representative of the practice to patients, employees, physician offices, hospitals, surgical centers and various other third parties that the clinic interacts with. As such, the receptionist shall possess exceptional written and verbal communication skills whether required in-person, over the telephone, via e-mail or via letter. The receptionist should have a congenial attitude and should be someone who truly enjoys taking care of people needs. It is part of the receptionist's responsibilities to make sure that patients', physicians' and coworkers' expectations are exceeded on a daily basis. A can-do attitude and willingness to do whatever it takes to help the office flow smoothly is a must for the person that takes this position.

**Minimum Qualifications:**

- High School Diploma
- Basic Computer Skills (MS Word, MS Excel)
- Above-Average Typing Skills
- Above-Average Math Skills
- Excellent Spelling Skills
- Excellent Writing Skills
- Excellent Grammar Skills

**Additional Qualifications (desired, but not required):**

- Medical Terminology Course
- Medical Coding Course
- Previous Medical Office Experience

**Pay:** \$7.50 to \$9.50/hour (depending on experience)

**Hours:** 24 to 40 hours per week (negotiable)

**Benefits:** Health Insurance; 401K; Vacation; Sick Leave; Holidays (all benefits are based on eligibility)

**Applications:** Interested candidates should submit their resume and any additional information they would like reviewed to [jobs@utahfoot.com](mailto:jobs@utahfoot.com). Candidates will be scheduled for interviews at the company's discretion.

*Thank you for your interest in our clinic and this position!*