

# Medical Receptionist Job Description

Our growing company is looking for a medical receptionist. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for medical receptionist

- Keeps a daily Expected Payment Log of patient payments for each day
- Completes the Expected Payment Log totals daily the Front Desk Reconciliation Form
- Collects corresponding receipts to payments from patients each day
- Schedule office appointments in computer system
- Route messages appropriately for resolution
- Scan medical documentation into Electronic Medical Record system
- Assist patients with scheduling and billing issues
- Verify patient demographics and billing information at each visit and enter correctly in system
- Collect copayments at time of service
- Reconcile billing and payments at the end of the day

## Qualifications for medical receptionist

- Familiarity with various software applications such as Microsoft Word, Outlook, Excel
- Secure prior authorizations for services from insurance companies
- Post charges accurately according to services provided and documented by physicians
- Previous experience in a physicians' office required
- Knowledge of insurances, physician billing and prior authorization requirements
- Knowledge of Practice Management / Electronic Medical Record Systems, preferably with Cerner / Centricity

# Orientation Manual Medical Receptionist

**Deborah B. Proctor,Alexandra Patricia  
Adams**



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