



## Full Time - Front Desk Receptionist

We are a growing cardiology practice that is searching for a dedicated, hard-working, Front Desk Receptionist. You will serve as the first impression for our practice. We have an opening, for the right candidate in the Fredericksburg area.

### Job summary:

Responsible for welcoming patients, in person and/or on the telephone. Maintain patient accounts by recording and updating personal and financial information with accuracy. Collect co-pays and payments. Schedule patient appointments in person and/or telephone. Safe, secure, and healthy work environment by following standards and procedures; complying with legal regulations.

### Medical Front Desk Skills:

- Able to listen effectively and express oneself in a clear and articulate manner
- Able to multitask, prioritize and schedule tasks and activities
- Able to adjust approach to meet changing demands and situations including dealing with diverse people
- Able to develop good customer relationships with a focus on achieving customer satisfaction
- Attention to detail to produce accurate and high-quality work through concern for all areas involved
- Able to maintain confidentiality
- Able to demonstrate teamwork

### Medical Front Desk Qualifications:

- High School Diploma
- Knowledge with medical terminology
- Knowledge of computer and relevant software applications
- Knowledge of general administrative and clerical procedures
- Working knowledge of healthcare insurance preferred

Send your resume and cover-letter to: Darcie at [DArmstrong@oracleheartva.com](mailto:DArmstrong@oracleheartva.com)