



## **Medical Receptionist – Full-time – Kingston, NY**

### **Job Description**

Singular Anesthesia Services is a growing medical firm seeking an experienced Front Desk Medical Receptionist for our Kingston **Pain Management** Office. Experience within the medical or healthcare industry desired.

### **Responsibilities:**

- Responsible for front office receptionist & secretarial Duties of a medical office
- Supports medical staff to ensure the office is running smoothly by answering phone calls, scheduling patient appointments, maintaining office files and patient records on a timely basis
- Maintain daily appointments schedule, Schedule patient appointments, confirm appointments for following day
- Interacting with guests and managing administrative tasks for the medical team. Includes scheduling patient appointments according to Doctor availability, explaining intake forms to new patients and processing payments after treatment
- Ensuring availability of treatment information by retrieving and updating patient records
- Verifying financial records and collecting patient charges while filing and expediting third-party claims, and other duties as directed by the Office Manager.
- Pull and File patient charts, maintain up to date patient information
- Document patient visits, insurances and copays on a daily basis
- Check eligibility and referral requirements for each patient prior to visit
- Collect payments at the time of service
- Maintain the neatness of the front office
- Maintain the confidentiality of all patient information
- Maintain inventory of office supplies and inform Office Manager when supplies are needed

### **Requirements:**

- High School Diploma/GED – Associates Degree a +
- 1-2 years Experience working in a medical office environment - **Preferred**
- Excellent customer service skills
- Professional, energetic, computer savvy, have the able to multi-task, be self-motivated, possess excellent patient relation & customer service skills, be a team player
- Experience with EMR a plus+
- Strong communication, interpersonal, and organizational skills.
- Dependable -- more reliable than spontaneous
- People-oriented -- enjoys interacting with people and working on group projects
- Adaptable/flexible -- enjoys doing work that requires frequent shifts in direction
- Autonomous/Independent -- enjoys working with little direction
- Innovative -- prefers working in unconventional ways or on tasks that require creativity
- High stress tolerance -- thrives in a high-pressure environment

**Total Rewards:**

- Hourly Rate = \$20/hour
- Generous benefits package, including:
  - Health, life, vision, dental, disability, and AD&D insurance
  - Health Savings Accounts
  - 401(k) Plan • Profit sharing
  - PTO, Sick & Holidays

**Hours: Monday – Friday - 7:45am to 4:00pm**

**Location: Kingston, NY**

**About Singular Anesthesia Services, PLLC**

Founded, owned and operated by Board Certified Physician Anesthesiologists since 2015, Singular ([www.singularanesthesia.com](http://www.singularanesthesia.com)) provides a turnkey, solutions-based approach to anesthesia management so patients can get the best care possible. We welcome and encourage applicants of all races, colors, genders, religions, sexual orientations, national origins, and disabilities, as well as those who have served.