

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 For Medical Receptionist

Shasha Hu



Orientation Manual For Medical Receptionist:

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Study Guide and Procedure Checklist Manual for Kinn's The Administrative Medical Assistant - E-Book Brigitte Niedzwiecki,Julie Pepper,2022-09-02 Designed to support the trusted content in Kinn s The Administrative Medical Assistant 15th Edition this study guide is an essential review and practice companion to reinforce key concepts encourage critical thinking and help you apply medical assisting content This robust companion guide offers a wide range of activities to strengthen your understanding of common administrative skills including certification preparation questions a review of medical terminology and anatomy and application exercises Trusted for more than 65 years as a key part of the journey from classroom to career it also features competency checklists to accurately measure your progress and performance from day one until you land your first job as a medical assistant Approximately 70 step by step procedure checklists enable you to

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Medical Assistant Sharon Eagle,Cindi Brassington,Candace Dailey,Cheri Goretti,2009-04-08 This new textbook uses a multidisciplinary integrated approach to learning that truly reflects the real world in which MAs practice whether they re focused on the front or back office From beginning to end it offers comprehensive competency based coverage complemented by an emphasis on multiple learning styles to better meet the needs of your students Mastery of all the knowledge and skills that lead to CMA AAMA or RMA certification plus flexibility versatility teamwork and professionalism in the workplace are the hallmarks of a successful and rewarding career as a Medical Assistant *Study Guide and Procedure Checklist Manual for Kinn's The Clinical Medical Assistant - E-Book* Deborah B. Proctor,Brigitte Niedzwiecki,Julie Pepper,Martha (Marti) Garrels,Helen Mills,2016-06-07 Get more practice with the essential medical assisting job skills Designed to support Kinn s The Clinical Medical Assistant An Applied Learning Approach 13th Edition Kinn s The Clinical Medical Assistant Study Guide and Procedure Checklist Manual Package An Applied Learning Approach 13th Edition offers a wide range of exercises to reinforce your understanding of common clinical skills including CAAHEP and ABHES competencies A variety of exercises test your knowledge and critical thinking skills with vocabulary review multiple choice fill in the blank and true false questions Additional exercises enhance learning with skills and concepts word puzzles case studies workplace applications and Internet activities Procedure checklists help you track your performance of every procedure included in the textbook Work products allow you to provide documentation to instructors and to accrediting organizations when a competency has been mastered Cross references tie together exercises in the study guide to the Connections theme in the main text NEW Eight procedure checklists based on CAAHEP competencies provide an assessment tool for MA procedures NEW Glucometer test results and Mantoux test records allow you to assess how well you re able to perform these procedures NEW SimChart for the Medical Office Connection ties EHR cases to appropriate chapters

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Patient education and legal and ethical features at the end of each chapter reinforce legal and communications implications within medical assisting practice Key vocabulary terms and definitions are presented at the beginning of each chapter highlighted in text discussions and summarized in a glossary for quick reference Robust Evolve companion website offers procedure videos practice quizzes mock certification exams and interactive learning exercises NEW Content aligns to 2022 Medical Assisting educational competencies NEW and UPDATED Comprehensive coverage of all administrative functions complies with accreditation requirements and includes insurance coding privacy and security telehealth logistics and more NEW Artwork familiarizes you with the modern medical office and equipment *Physician Assistant Project Activities, Supplement*, 1982 **Health Occupations Education Instructional Materials** Ohio State University. Center for Vocational and Technical Education, 1972 *Resources in Vocational Education*, 1980 *Instructor's Manual to Accompany the Administrative Medical Assistant* Mary E. Kinn, 1999-09-14 **Instructor Curriculum Guide for the Medical Assistant** Mary E Kinn, CPS Cma-A, Kinn, Woods, 1999-05 [Health Careers Guidebook](#) United States. Employment and Training Administration, 1979 Career profile comprising job descriptions on health and health service occupations for medical personnel in the USA covers job requirements and employment opportunities for careers in health education and for physicians nurses midwives dentists pharmacists surgeons social workers etc And comments on career planning and financial aspects and includes directories of relevant organizations Photographs *Monthly Catalog of United States Government Publications* United States. Superintendent of Documents, 1991 **Monthly Catalogue, United States Public Documents**, 1991 **Monthly Catalog of United States Government Publications**, 1991 *Student Review Manual for the Administrative Medical Assistant* Mary E. Kinn, 1988 **Study Guide for Kinn's The Administrative Medical Assistant - E-Book** Deborah B. Proctor, Brigitte Niedzwiecki, Julie Pepper, Payel Madero, 2016-06-15 Get more practice with the essential medical assisting job skills Designed to support Kinn's *The Administrative Medical Assistant An Applied Learning Approach* 13th Edition Kinn's *The Administrative Medical Assistant Study Guide and Procedure Checklist Manual Package An Applied Learning Approach* 13th Edition offers a wide range of exercises to reinforce your understanding of common administrative skills including CAAHEP and ABHES competencies A variety of exercises test your knowledge and critical thinking skills with vocabulary review multiple choice fill in the blank and true false questions Additional exercises enhance learning with skills and concepts word puzzles case studies workplace applications and Internet activities Procedure checklists help you track your performance of every procedure included in the textbook Work products allow you to provide documentation to instructors and to accrediting organizations when a competency has been mastered Cross references tie together exercises in the study guide to the Connections theme in the main text NEW Eight procedure checklists based on CAAHEP competencies provide an assessment tool for MA procedures NEW Glucometer test results and Mantoux test records allow you to assess how well you're able to perform these procedures NEW Coverage of ICD 10 prepares you to use this new code

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