



**Our Mission:**

Empowering people to discover their directions for life in a changing world.

**Medical Receptionist**

Southeastern Directions for Life has an immediate opening for a Full Time Medical Receptionist at our Summit location. This position would be Monday-Thursday 8am-5pm, Friday 8am-12pm.

**QUALIFICATIONS:** Associate degree as a Medical Receptionist or related field, bachelor's degree preferred. One year of work experience, preferably in a medical office setting. Medical terminology helpful; customer service skills essential. Must have a current driver's license, car insurance and a driving record acceptable to Southeastern's insurance provider. Must pass a comprehensive criminal background check, including fingerprinting, drug screening.

**JOB SUMMARY:** The Medical Receptionist is responsible for registering clients in a timely and accurate manner while performing all necessary procedures for check in, including initiating paperwork for intake. The Medical Receptionist verifies insurance coverage and limitations as well as updating client demographics. They obtain revenue by collecting copays, updating financial information, recording, and collecting client charges, and filing, collecting, and expediting third-party claims.

**ESSENTIAL JOB FUNCTIONS:** Essential job functions include but are not limited to:

**Professional Integrity and Growth:**

1. Perform in accordance with the policies and procedures of Southeastern Directions for Life.
2. Administer all aspect of position using good judgment and sound reasoning based on education and experience.
3. Participate in staff development activities to enhance professional skills and growth.
4. Maintain confidentiality.
5. Maintain a valid driver's license and a good driving record so as not to put Southeastern Directions for Life insurance in jeopardy.
6. Maintain positive rapport with staff and individuals within the agency.
7. Perform in accordance with the Core Values of the agency.
8. Complete necessary paperwork accurately and on time.

Please email resume and/or application to: [hr@southeasternbh.org](mailto:hr@southeasternbh.org)

Equal Employment Opportunity/Affirmative Action Employer Minority/Female/Disability/Veteran