

MEDICAL OFFICE RECEPTIONIST

Central Ohio Orthotic & Prosthetic Center – Dublin, OH 43017

Salary: \$26,000. To \$28,000. / year

Position Summary:

This is a full-time position for a medical receptionist in our North office.

This position is responsible for greeting patients, answering phones, obtaining and verifying all insurance information, having all appropriate forms completed and signed prior to visit with the medical provider, entering demographic and insurance information into the computer system, and accepting and processing payments for the office visit.

We seek an articulate, cheerful, patient focused individual who enjoys the challenge of a busy front office. Our ideal candidate will possess the ability to multi-task, have a clear, friendly telephone manner, be team oriented and be able to work with minimal supervision. A minimum of one year of physician practice front office experience is preferred.

Must have valid Ohio driver license, reliable transportation and be able to pass a background check. Must be available to work Monday through Friday from 8:30am to 5:00pm.

Salary: \$26,000. To \$28,000. / year. Company benefits will be discussed during interview.

Please submit resume by email to 231HALO@coopc.org or fax to (614) 231-0127.

Applications are available through our website: www.COOPC.org.

No phone calls please.



Central Ohio Orthotic & Prosthetic Center
248 Bradenton Avenue
Dublin, OH 43017

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