

Patient Services / Front Desk Representatives

We are currently seeking warm welcoming detail-oriented team players to provide medical office support with outstanding customer service and management of patient workflow. There are multiple positions available in the northern, central and southern New Jersey regions. Please indicate which region you would be interested in when applying.

You will greet patients, assist them through the check in and check out process by completing patient registration, verify insurance, accept payments, schedule appointments and provide instructions and directions to our patients and their families.

Additional duties include:

- Obtains revenue by recording and updating financial information;
- recording and collecting patient charges;
- Protects patients' rights by maintaining confidentiality of personal and financial information.

Requirements:

- High School diploma or equivalent; some college preferred
 - 2+ years of experience as a Front desk / Patient service Rep or Receptionist of a medical facility or doctor's office
 - High professionalism, strong organizational, communication, analytical and PC skills with strong typing acumen required.
 - Previous dermatology experience strongly preferred.
 - Must have knowledge of medical terminology
 - Strong ability to cross sale skin care products a must.
 - Excellent grammar, spelling, and punctuation
 - Exceptional customer service skills
 - Friendly and compassionate disposition with strong interpersonal communication skills
 - Excellent time management skills and ability to maintain effective and organized systems to ensure timely patient flow
 - Ability to work independently or as part of a team
 - Dedication to maintaining confidentiality of all patient records