

HOUSER NEWMAN ASSOCIATES FRONT DESK POSITION – PART TIME

Houser Newman Associates is looking for a friendly, energetic, motivated individual to work as part of our front desk staff within our busy, private ophthalmology practice. Our perfect individual must be detail oriented, enjoy learning, and have a strong desire to maximize patient experiences. This job requires the candidate to drive to all three of our locations including: South Tamaqua, Nesquehoning, and Palmerton.

Ophthalmology Front Desk Receptionist Responsibilities and Duties include but are not limited to:

- Foster a positive, enthusiastic, professional, yet fun work environment.
- Be a part of the front desk team to provide coverage for all of our offices.
- Learn our NextGen computer system check-in and check-out process as well as pre-certifications/prior authorizations and other front desk duties.
- Know the difference between the different medical and vision plans and use each appropriately.
- Ability to multi-task and prioritize tasks for the efficiency of the schedule along with for each provider and office.
- Ability to be flexible and change workload at a moment's notice with changes in employee or physician staffing.
- Build a good rapport and working relationship with each member of the Houser Newman team.
- Request supplies at each office location as they become low.
- Ability to handle any needs or issues that may arise with any aspect of the front desk position.
- Maintain a professional relationship with staff, management, and our physicians.

Ophthalmology Front Desk Receptionist Qualifications and Skills:

- 2 years front desk experience in a medical office, Ophthalmology preferred.
- Strong work ethic with strengths in prioritization, organization, and a positive attitude.

Job Types: Part-time

Pay: From \$14.00 per hour

Benefits:

- 401(k) matching
- Dental insurance
- Disability insurance
- Employee discount
- Health insurance
- Paid time off
- Vision insurance

Healthcare setting:

- Private practice

Medical specialties:

- Ophthalmology

Schedule:

- 8-hour shift
- Day shift

Application Question(s):

- Are you willing to travel to all our 3 locations: South Tamaqua, Palmerton & Nesquehoning?
- Are there any days or times during the week (Monday to Friday) that you cannot work?

Education:

- High school or equivalent (Preferred)

Experience:

- Ophthalmology: 1 year (Preferred)
- Medical receptionist: 1 year (Preferred)