

**Position**

Medical Receptionist

**Pediatric Associates of the Northwest**

Pediatric Associates of the Northwest is dedicated to providing the highest quality medical care to the children of our community in an environment that encourages cooperation, participation and professional enrichment. We are the first nationally recognized Pediatric Medical Home in Oregon and include twelve pediatricians, a pediatric nurse practitioner, four licensed psychologists, and a registered dietitian.

[www.portlandpediatric.com](http://www.portlandpediatric.com)

**Description**

We are searching for a full-time (40hrs/week) Medical Receptionist who has high energy and exceptional customer service skills to work either in our Northwest (Portland) location or our Southwest (Tigard) location. Some weekends and evenings required. Competitive salary depending on experience. Medical, dental, life/disability insurance provided. Other benefits include generous earned time off (ETO), six paid holidays, FSA; Pension/401K after one year of employment.

**Essential Job Responsibilities:**

Provide excellent customer service to patients and their families.

- Greet patients
- Answer and manage multi-line phone system
- Schedule appointments in electronic health record system
- Collect information (patient forms, insurance, demographics, etc.)
- Obtain co-pays
- Prepare patient reports in preparation for weekly team meetings
- Perform other tasks as needed

**Skills and Abilities:**

- Competent computer skills, typing 50 wpm
- EXCELLENT customer service skills
- Ability to multi-task and focus in a fast-paced environment with interruptions
- Confidence using office equipment, i.e. copier, fax machine, multi-line phone system, iPad, computer, printer, scanner, postage machine, etc.
- Knowledge of insurances
- Strong decision-making skills
- Ability to take direction and be organized
- Exceptional communication and social skills

**Education and Experience**

- High School Diploma
- Two years medical office experience preferred

Please submit cover letter and resume in Word format to [HR@panwpc.com](mailto:HR@panwpc.com).

Note "Medical Receptionist" in the summary line.

Pediatric Associates of the Northwest is a smoke-free, drug-free, equal opportunity employer. Pre-employment background check required.