



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 thirteen pediatricians, a pediatric nurse practitioner, four licensed psychologists, two lactation consultants, and a licensed social worker.

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

### **Description**

We are searching for a **full-time (40hrs/week)** Medical Receptionist professional to fill a position in our **Tigard office**. Applicants must have high energy and exceptional customer service skills. Some regularly scheduled 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, **paid parental leave**, and paid short term disability.

### **Essential Job Responsibilities:**

- Provide excellent customer service to patients and their families.
- Greet patients
- Schedule appointments, re-schedule, and confirm appointments
- Collect patient information (insurance, demographics, etc.)
- Administer patient paperwork
- Obtain co-pays
- Actively participate as a team member, prepare for team meetings and follow up on action items
- Perform other tasks as needed

### **Skills and Abilities:**

- Confident computer skills, typing 50 wpm
- Experience with electronic health record system preferred
- EXCELLENT customer service skills
- Ability to use office equipment, i.e. copier, fax machine, multi-line phone system and queue, computer printer, postage machine, etc.
- Knowledge of insurances
- Strong decision-making skills
- Ability to take direction and be organized
- Capacity to multi-task in a fast-paced environment
- 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 and 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.

Job Type: Full-time

Pay: \$18.00 - \$20.00 per hour

COVID-19 considerations:

We are taking many precautions to keep our staff and patients safe during the pandemic.