



Practice Office Associate

Contact: NORTHWELL HEALTH

Email: northwell_health@countyjobs.careers
https://ak-wadehampton.countybuyselltrade.com/jobs/practice-office-associate_great-neck_79293

Address: 7405 W US Highway 50 Ste 117, Great Neck
Price: Check with seller

Details
Apply Job Description
Performs diversified office-clerical duties including, but not limited to scheduling appointments; facilitating communications; preparing consultation charts; taking and prioritizing telephone calls; maintaining and documenting incoming reports, filing, receptionist duties, and light typing/data entry.
Responsibilities Include:

Schedules and confirms patient appointments and arrival. Performs other various receptionist duties and maintains reception area.
Collects, verifies and records demographic, insurance and referral information.
Collects, records and receipts outstanding money.
Prepares patient charts.
Maintains patient and correspondence transcription records. Collects, sorts, files, locates and distributes needed information, materials, records and paperwork.
Proof reads transcribed correspondence.
Operates related office equipment.
Answers and processes overflow calls.
Performs light typing duties such as various correspondence, reports, articles or data entry.
May prepare and maintain various statistical data.
Performs related duties, as required.

Qualifications



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