

## **Front Desk Receptionist (Little Rock Clinic)**

We are seeking a friendly, high-energy front desk receptionist to join our healthcare team. We're looking for someone who thrives in a fast-paced environment, values teamwork and is passionate about delivering exceptional patient care.

### **Responsibilities**

- Greet and check in patients for appointments with professionalism.
- Schedule new and returning patient appointments accurately and efficiently.
- Verify insurance plans and utilize online insurance portals.
- Obtain and input referral and authorization requirements.
- Ensure all required patient consent forms are completed and signed prior to visit.
- Answer incoming scheduling and general inquiry calls.
- Communicate with patients via Klara (our secure messaging system).
- Open/close the front office.
- Provide top-tier customer service to every patient.

### **Qualifications**

#### **Required**

- High School diploma/GED
- Ability/willingness to travel to DGA satellite clinics
- Dependable attendance
- Strong teamwork ethic and a positive attitude

#### **Preferred**

- 1 year of front desk or customer service experience
- Insurance verification experience
- Experience with Electronic Medical Records (EMR), especially MODMED/EMA

Join our team and contribute to making a positive impact on the health and well-being of our patients!

**Job Type:** Full Time

**Pay:** Negotiable based on qualifications and experience

#### **Benefits:**

Health, Dental, and Vision Insurance

Life Insurance

Disability Insurance (Short Term & Long Term)

401k/Profit Sharing

Paid Time Off (PTO)

Paid Major Holidays Off