



orthopedic  
ONE

## Job Posting

<b>Job Title:</b>	Front Desk Associate	<b>Date to Apply:</b>	
<b>Department:</b>	Therapy Services	<b>Location:</b>	Westerville
<b>Days:</b>	Monday- Friday and occasional Saturdays	<b>Hours:</b>	40 hours per week, 10:30 am - 7:00 pm

**Position Summary:** This position is responsible for greeting patients and checking-in each patient for their appointment.

### **Responsibilities/Accountabilities:**

- Greets patients as they arrive for their appointment.
- Checks patients in/out and collects appropriate fees.
- Prepares applicable paperwork for upcoming patient appointments.
- Answers phones.
- Schedules, reschedules, and cancels appointments for patients.
- Verifies insurance eligibility and benefits.
- Scans, copies, and faxes documents, orders office supplies, and performs other miscellaneous office duties as needed.
- Adheres to organizational policy with particular attention to standards of conduct and to confidentiality as it relates to HIPAA.
- Performs other tasks as instructed by supervisor.

### **Education, Experience, and Certification/Licensure Required:**

- A high school diploma or GED required.
- Previous experience in a medical office setting preferred.

To apply for this posting, please submit a resume to [humanresources@orthopedicone.com](mailto:humanresources@orthopedicone.com) or fax to 614-827-1035.

An Equal Opportunity Employer

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