



## Job Posting – Part-Time MRI Receptionist

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|--------------------|--------------------------|------------------|--|
| <b>Department:</b> | Imaging Services         | <b>Location:</b> | Taylor Station   |
| <b>Days:</b>       | Monday, Thursday, Friday | <b>Hours:</b>    | 22 hours per week;<br>Monday: 8 AM – 5 PM<br>Thurs: 2 PM – 7 PM<br>Friday: 8 AM – 2 PM |

Orthopedic One is currently recruiting for a part-time MRI Receptionist at the Gahanna/Reynoldsburg location. Details about this position are as follows:

**Position Summary:** This position is responsible for all front desk duties, including but not limited to greeting patients, collecting co-payments, managing patient billing/insurance records, updating notes in the patients’ EMR, and other office duties as assigned.

### **Responsibilities/Accountabilities:**

- Greets patients.
- Checks patients in for their appointment.
- Schedules appointments.
- Enters/verifies demographic information.
- Enters/verifies insurance eligibility/ benefits.
- Collects and posts co-payments.
- Collects and posts account balances.
- Batches daily fee sheets and verifies accuracy.
- Balances daily deposit.
- Obtains authorization/ notification for all scheduled tests.
- Enters authorization/ notification into patient charts.
- Scans documents, makes copies and other general office duties.
- Checks completed MRI reports for accuracy and move reports to EMR. Triage physician, secretary or physician assistant.
- Scans and completes authorization/ notification information in EMR.
- Adheres to organizational policy with particular attention to standards of conduct and to confidentiality as it relates to HIPAA.
- Other duties as assigned by the supervisor.

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

- A high school diploma/GED required.
- Previous experience in a medical office is preferred.

Applications should be sent to [humanresources@orthopedicone.com](mailto:humanresources@orthopedicone.com) or faxed to 614-386-2090.