



## **Front Office Coordinator**

Award-winning dermatology practice seeks part-time (24-30 hours/week), experienced Front desk professional to enhance our team.

### **Duties**

- Greet patients and handle check-in (or check-out) process
- Answer phones
- Schedule and confirm appointments
- Enter/update and verify patients' demographic and insurance information
- Document and utilize medical information in electronic health records (EHR)
- Collect payments as needed
- Handle correspondence between medical providers and pharmacies, patients, and other practices
- Assist patients in completing paperwork when needed (including online registration)
- Process faxes (labs and pathologies)
- Complete records release process and other required documentation
- Other duties as assigned

### **Qualities we seek**

- Positive, warm, can-do attitude with public and staff
- Honest, discreet, and ethical
- Efficient and accurate completion of daily tasks and data entry
- Professional appearance and manner
- Proficient in Microsoft Office Suite and with technology, in general
- Experience in a busy office setting, preferably medical office experience
- Organized, with an ability to work well under pressure
- Team-oriented and motivated

Our practice offers a competitive compensation package and a supportive environment fostering excellence. Candidates must be able to provide excellent references from prior supervisor(s).

Please submit a resume and brief cover letter to Medical Office Manager, Mandy Shifflett: [mshifflett@albemarledermatology.com](mailto:mshifflett@albemarledermatology.com).