

Receptionist/Greeter

Greet patients as they enter the clinic, guide them to the waiting area; gather basic information from patients as they enter the clinic, prepare patient files. Answer the clinic telephone, take messages, and make appointments for patients. Return patient phone calls as directed by the medical or dental staff of the clinic, to deliver specific information to patients as needed.

Requirements: Must be respectful and welcoming of patients; protective of patient's privacy; fluency in more than one language is helpful but not required. Must demonstrate proficiency in EMR.