



105 W. HOUGHTON AVE
WEST BRANCH, MI 48661
989.343.9755 | ADAPTPT.COM

ADVANCED DOWNTOWN AQUATIC PHYSICAL THERAPY, LLC

11/13/2021

Medical Receptionist-ADAPT PT

Overview

ADAPT Physical Therapy is looking for a professional, friendly and organized front desk receptionist to be a part of our growing team. Our ideal candidate will be detail oriented, able to handle a multi-line phone system, and multi-task in a fast-paced environment, all while maintaining a welcoming presence with patients as the first greeter. The position will involve customer service, insurance verification, data entry, and overseeing day-to-day operations.

Responsibilities:

- Obtains and enters new patient demographics; updates patient information, as necessary in the computer system to maintain accuracy for billing
- Obtains insurance information as required by office policies
- Collects all co-pays and balances, as required by office policies
- Reviews all forms for accuracy and completion according to office policies
- Schedules patient appointments at check-out
- Files charts according to office policies
- Answers phones and transfers to appropriate staff
- Maintains clean and orderly waiting area
- Adheres to HIPAA regulations and guidelines
- Completes additional tasks to assist the Director and Practice Manager as necessary

Job Requirements:

- Computer proficiency
- Effective organization skills and problem-solving skills
- Excellent customer service skills, interpersonal and communication skills
- High level of accuracy and attention to detail
- Ability to work effectively independently as well within a team setting
- Ability to multi-task and prioritize responsibilities
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Hours:

- 40 hours per week
- Clinic hours are from 8:00 AM to 5:00 PM
- Some Saturdays may be required

Full benefits package available for full-time employees, including:

- Medical
- Dental
- Vision
- 401K
- Holidays

About:

Founded in 2000 ADAPT Physical Therapy is committed to the highest level of patient care, including the most up-to-date treatment approaches, state of the art equipment, and same day appointments.

ADAPT Physical Therapy is a Physical Therapy outpatient rehabilitation practice that specializes in orthopedic, neuro, and sports injuries, with real relationships and real results.

Our professional team is available for our patients today

We welcome our patients to become our patient today at one of our 5 clinics in West Branch, Saint Helen, Rose City, Hale, and Prescott.