North Jersey Therapy & Diagnostics Center

Title: Front Desk Receptionist

Location: 500 Valley Road, Suite 101, Wayne, NJ 07470

Job Type: Full-Time (Entry-Level)

Compensation Type: Hourly

Start Date: ASAP

Job Description: No medical background needed! We are simply looking for someone who is well-organized and very detail-oriented. This candidate will be a team player, a quick learner and can adapt easily to changing roles and responsibilities as needed. They will handle the general reception area duties as well as other tasks assigned by higher management. Hours are Monday through Friday 9:00 AM to 5:30 PM. Eligible for health benefits and PTO. Will also receive two pairs of scrubs with the company logo to be worn on designated days.

Primary Responsibilities:

• Greeting all patients/visitors that walk into the facility with a smile and willingness to help
• Collecting co-pays, making sure patients sign in and are given proper forms to fill out
• Answering the phone, directing calls, taking messages
• Distributing the incoming mail and preparing outgoing mail and packages
• Verifying patient insurance eligibility and benefits, obtaining authorizations and pre-certifications, via online or by calling
• Receiving and handling a heavy volume of patient referrals and requests
• Scheduling/booking in and out of facility procedures
• General faxing/filing/scanning, maintaining overall organization and cleanliness of office
• Creating strong relationships with patients, other medical practices, and outside vendors
• Ordering/tracking inventory of medical supplies and devices, re-stocking on a daily basis
• Logging daily notes and keeping files up-to-date
• Presenting weekly stats and updates on current cases

Qualifications:

• Bachelor's degree
• Strong organizational skills
• Detail oriented
• Team player
• Ability to multitask and prioritize
• Easily adapts and is a quick learner
• Thinks outside-the-box
• Self-starter, takes initiative with little or no direction
• Willingness to learn and accepts new roles and responsibilities
• Goes above and beyond
• Professional phone demeanor
• Excellent written and verbal communication skills
**Application Instructions:** Please email Mary Anne Gonzalez, the Practice Administrator, at maryanne@northjerseydiagnostics.com with resume and availability to interview as soon as possible!

**About the Organization:** We are a facility comprising of two centers: North Jersey Therapy Center and North Jersey Diagnostics Center. The Centers have a portable license that allows us to perform tasks not only at our facility, but also at other medical facilities or at a patient’s home. We do physical therapy, diagnostic testing, and sleep studies. Please visit [http://www.northjerseydiagnostics.com](http://www.northjerseydiagnostics.com) for more info!