

## **OUR CULTURE - 5 STAR SERVICE**

At Florida Medical Associates, we give you the power to transform lives. Working together as a team to shape the future of healthcare, we are at the forefront of innovation and best practices to improve the health of our communities. Our team provides the platform, technology solutions and new health programs in a collaborative environment to our primary care providers with the sole purpose of achieving Better Health. Our commitment, our passion and our culture sets us apart from others and is the cornerstone of everything we do. Our team settles for nothing less than a new and profoundly better way of delivering truly proactive health care rather than simply building a better version of the same old reactive sick care model that serves our communities today.

## **THE OPPORTUNITY**

We are currently searching for a competitive, self-motivated, enthusiastic team member to work as a Front Office Receptionist/Medical Assistant. Successful candidate will assist providers in the examination and treatment of Geriatric patients following established standards and practices. Must have excellent organizational skills, outgoing personality and be results-oriented. The ability to work in a fast-paced environment with strong attention to detail is essential.

## **KEY RESPONSIBILITIES**

- Greets and registers patients in a prompt, pleasant and helpful manner
- Schedules appointment for physician, maintains appointment schedule and distributes daily schedule to physicians and nurse prior to the beginning of the workday
- Communicates office financial policies to patients when the appointment is made
- On established patients, pulls charts and verifies demographic and financial information upon the patient's arrival
- On new patients, verify that the patient registration form is completed, collects all financial and demographic information, prepares patient chart and assigns new account number
- Photocopies insurance or other third party payer information and verifies insurance benefits meet the standards stated in the office policy
- Notifies billing specialist when payment arrangements need to be established
- Maintains efficient filing system
- Processes medical records requests within five (5) working days of receipt
- Maintains patient confidentiality 100% of the time, demonstrates complete discretion when discussing patient information
- Maintains established office policies and procedures, follows OSHA guidelines

## **EDUCATION AND EXPERIENCE**

- High school graduate, or equivalent education is required
- Graduate of medical assisting program a plus, certification not required
- Experience in a physician's office, clinic or other health care setting is strongly preferred
- Knowledge of medical terminology and diagnosis/procedure coding desired
- Capable of operating or learning to operate automated systems and other office equipment
- Familiarity with electronic medical records
- Ability to employ tact, diplomacy and compassion with all types of people
- Must possess strong written, verbal and interpersonal skills
- Professional and positive manner
- CPR Certified
- Knowledge of HIPAA
- Minimum of two to three years medical assisting experience
- Basic computer skills, Types 25 words per minute with 96% accuracy
- Bilingual preferred (English and Spanish)

## **COMPENSATION & BENEFITS**

We offer a HIGHLY competitive compensation and comprehensive benefits package:

- Competitive base salary
- Medical, dental, vision, disability and life
- 401k, with employer match
- Paid time off
- Paid holidays