

Hiring: Dermatology Medical Receptionist

Atlanta Dermatology and Laser Surgery seeks a bright, polished, friendly and hard working Medical Receptionist, preferably with dermatology office experience, who is motivated to help the practice be successful.



Job Responsibilities:

1. Making a positive first impression to our patients and visitors, on the phone and in person.
2. Answering all phone calls to the front desk, and routing them to the appropriate recipient as applicable.
3. Collecting accurate and complete patient demographic and insurance information in advance of each appointment and entering the information into the practice management system.
4. Collecting co-insurance, copay and other payment for services in advance of each appointment.
5. Scheduling appointments with an emphasis on maximizing provider productivity.
6. Filing and pulling patient charts as applicable
7. Verifying insurance information
8. Maintaining the general appearance of the waiting room
9. Offering friendly, courteous, and confidential assistance to every patient to ensure that the patient has a positive experience
10. Assisting with other administrative tasks as needed.
11. Performing any other duties assigned by the Practice Administrator.

Minimum Qualifications:

Candidate must have a high school diploma or equivalent, and at least one year of experience as a receptionist in a physician's office, preferably in a dermatology office. S/he must have excellent phone skills and be able to schedule and record appointments and payments in a practice management software system (experience with Modernizing Medicine's Practice Management System is desirable). S/he must also be able to type, have basic computer skills and know her way around a busy office environment. S/he must be intelligent, friendly and welcoming, polished and professional, able to multi-task, able to work in a fast-paced environment, and willing to work well with others.

Practice Description:

Dr. Jerry Cooper and Atlanta Dermatology and Laser Surgery have been an Atlanta institution for almost 50 years. We provide a broad range of medical and cosmetic dermatology services in an attractive, state of the art facility. Ours is a collegial, family business-like workplace, not a corporate environment. We honor old school values focused on connecting with our patients and giving them the best possible care. At the same time, we practice cutting edge medicine and we encourage new ideas and opportunities to grow.

Check out www.atlderm.com/careers to learn more about Atlanta Dermatology and Laser Surgery. If interested in joining our practice, you can find a link to our job application on that page; please print/complete and send it to Brad Cooper at bcooper@atlderm.com along with your resume and cover letter.