



WE SEEK A MEDICAL RECEPTIONIST TO JOIN OUR ASC TEAM!

We seek a dynamic, quality-focused medical receptionist with a minimum of two years current experience and skilled in superior customer service. Our medical receptionists manage the reception area activities, assist patients with surgery coordination, and coordinate the admission process, flow and communications throughout the facility for patients and their families. This position is part-time Monday-Friday and can lead into additional hours.

General Responsibilities:

- Manage the reception area activities: greet and receive patients; answer multi-line telephone system; monitor the reception and waiting areas; receive and disseminate messages throughout the facility; monitor the progress of scheduled procedures and the location of our patients, their families and the physicians; keep the patient's family informed; respond to emergency situations.
- Admit patients: assemble and prepare all forms and files for admission; obtain information necessary to register patient, including forms, signatures, documentation from various sources including physician offices.
- Handles records: files test reports and operative notes into the medical record; accurately and completely enters information into the EHR; assembles new patient charts and surgery packets; assists with preparation and maintenance of facility records and reports.
- Assist with surgery coordination: ensure everything is in place for a surgery to occur for our patients. This includes contacting patients, reviewing current information (demographics, medications) for accuracy, and verifying all required items are complete (COVID tests, labs).

Our ideal candidate has:

- Demonstrated attention to detail;
- Superior customer service skills;
- Strong communication and interpersonal skills, with compassion and empathy; and
- Prior EHR/EMR experience.

To Apply: This position requires a resume, cover letter and application. Please visit

<https://willamettesurgerycenter.com/index.php/careers/> to download the application and for information on how to submit.

Willamette Surgery Center is a technologically advanced outpatient surgery center. Our mission is to provide the highest quality patient services through heartfelt, professional care. Our surgeons specialize in diagnostic and restorative surgery in orthopedics, endoscopy, general surgery, and podiatry.

Willamette Surgery Center is an Equal Opportunity Employer

Our employees enjoy a competitive benefits package that includes health, dental, vision, disability, and retirement.

Willamette Surgery Center | 1445 State Street, Salem, OR 97301 | willamettesurgerycenter.com