

# Medical Receptionist Job Description

Our growing company is looking for a medical receptionist. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for medical receptionist

- Keeps a daily Expected Payment Log of patient payments for each day
- Completes the Expected Payment Log totals daily the Front Desk Reconciliation Form
- Collects corresponding receipts to payments from patients each day
- Schedule office appointments in computer system
- Route messages appropriately for resolution
- Scan medical documentation into Electronic Medical Record system
- Assist patients with scheduling and billing issues
- Verify patient demographics and billing information at each visit and enter correctly in system
- Collect copayments at time of service
- Reconcile billing and payments at the end of the day

## Qualifications for medical receptionist

- Familiarity with various software applications such as Microsoft Word, Outlook, Excel
- Secure prior authorizations for services from insurance companies
- Post charges accurately according to services provided and documented by physicians
- Previous experience in a physicians' office required
- Knowledge of insurances, physician billing and prior authorization requirements
- Knowledge of Practice Management / Electronic Medical Record Systems, preferably with Cerner / Centricity

# Orientation Manual For Medical Receptionist Document

**Jan F. Perry**

## **Orientation Manual For Medical Receptionist Document:**

[Study Guide and Procedure Checklist Manual for Kinn's The Medical Assistant - E-Book](#) Brigitte Niedzwiecki,Julie Pepper,2022-09-08 Designed to support the trusted content in Kinn's The Medical Assistant 15th Edition this study guide is an essential review and practice companion to reinforce key concepts encourage critical thinking and help you apply medical assisting content This robust companion guide offers a wide range of activities to strengthen your understanding of common administrative and clinical skills including certification preparation questions a review of medical terminology and anatomy and application exercises Trusted for more than 65 years as a key part of the journey from classroom to career it also features competency checklists to accurately measure your progress and performance from day one until you land your first job as a medical assistant Comprehensive coverage of all administrative and clinical procedures complies with accreditation requirements Approximately 190 step by step procedure checklists enable you to assess and track your performance for every procedure included in the textbook Chapter by chapter correlation with the textbook allows you to easily follow core textbook competencies Matching and acronym activities reinforce your understanding of medical terminology anatomy and physiology and chapter vocabulary Short answer and fill in the blank exercises strengthen your comprehension of key concepts Multiple choice questions help you prepare for classroom and board exams Workplace application exercises promote critical thinking and job readiness before you enter practice Internet exercises offer ideas for expanded and project based learning NEW Content aligns to 2022 Medical Assisting educational competencies NEW Advanced Clinical Skills unit features three new chapters on IV therapy radiology basics and radiology positioning to support expanded medical assisting functions NEW Coverage of telemedicine enhanced infection control related to COVID 19 and catheterization NEW Procedures address IV therapy limited scope radiography applying a sling and coaching for stool collection UPDATED Coverage of administrative functions includes insurance coding privacy security and more EXPANDED Information on physical medicine and rehabilitation EXPANDED Content on specimen collection including wound swab nasal and nasopharyngeal specimen collections

**[Study Guide and Procedure Checklist Manual for Kinn's The Administrative Medical Assistant - E-Book](#)** Brigitte Niedzwiecki,Julie Pepper,2022-09-02 Designed to support the trusted content in Kinn's The Administrative Medical Assistant 15th Edition this study guide is an essential review and practice companion to reinforce key concepts encourage critical thinking and help you apply medical assisting content This robust companion guide offers a wide range of activities to strengthen your understanding of common administrative skills including certification preparation questions a review of medical terminology and anatomy and application exercises Trusted for more than 65 years as a key part of the journey from classroom to career it also features competency checklists to accurately measure your progress and performance from day one until you land your first job as a medical assistant Approximately 70 step by step procedure checklists enable you to assess and track your performance for every procedure included in the textbook Chapter by chapter

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Sharon Eagle,Cindi Brassington,Candace Dailey,Cheri Goretti,2009-04-08 This new textbook uses a multidisciplinary integrated approach to learning that truly reflects the real world in which MAs practice whether they're focused on the front or back office From beginning to end it offers comprehensive competency based coverage complemented by an emphasis on multiple learning styles to better meet the needs of your students Mastery of all the knowledge and skills that lead to CMA AAMA or RMA certification plus flexibility versatility teamwork and professionalism in the workplace are the hallmarks of a successful and rewarding career as a Medical Assistant

### **Instructor's Manual to Accompany the Administrative**

**Medical Assistant** Mary E. Kinn,1999-09-14 **Monthly Catalogue, United States Public Documents** ,1991

Instructor Curriculum Guide for the Medical Assistant Mary E Kinn, CPS Cma-A,Kinn,Woods,1999-05 **ERIC**

**Educational Documents Index, 1966-1969: Minor descriptors. Author index** CCM Information Corporation,1970

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**Educational Documents Index, 1966-69: Major descriptors**, 1970    *Handbook of Clinical Curriculum Development* Jan F. Perry, 1978    *Integration of Vocational and Academic Education*, 1992    *NALA Manual for Paralegals and Legal Assistants* National Association of Legal Assistants, 2005 The NALA Manual for Paralegals and Legal Assistants A General Skills Litigation Guide for Today's Professionals Fourth Edition previously titled The NALA Manual for Legal Assistants is designed to serve as a quick reference guide for working legal assistants to be used by schools as a textbook for intro courses and reference material and to assist legal assistants preparing to take the Certified Legal Assistant examination. It is a collection of proven techniques and procedures used by paralegals nationwide. The techniques described are examples of successful solutions to actual assignments accomplished by working legal assistants. They may be used as starting points from which changes, adaptations and modifications may be made by legal assistants in similar situations.    *The Medical Assistant* Mary E. Kinn, Mary Ann Woods, Eleanor F. Derge, 1993 This full color 8th Edition covers the administrative and

clinical skills medical assistants need to know to carry out their duties The 8th Edition integrates all of the topics and skills competencies required by the American Association of Medical Assistants entry level Medical Assisting Curriculum It features chapter outlines and learning objectives as well as lots of pertinent information such as personal qualities skills responsibilities types of patient education and legal and ethical issues Also included are real life examples quizzes and answers A free interactive CD Rom is packaged in the book Kinn's The Medical Assistant Alexandra Patricia Young-Adams,2003 The Administrative Medical Assistant Mary E. Kinn,1993 Now in its 3rd Edition this popular text gives office personnel just what they need to perform all of their nonclinical tasks with greater skill and efficiency You get the background to better understand your role and responsibilities as well as current step by step advice on billing scheduling making travel arrangements ordering supplies any duty from receptionist to manager you might have in your doctor's office Includes the latest on using computers in medical practice handling medicolegal issues communicating more effectively with physicians patients and peers and transcribing reports everything you need to be good at your job Webster's Medical Office Handbook John Rhodes Haverty,1979

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