

Part Time Medical Receptionist (Milwaukie)**Compensation: \$11.00/hr.**

Part time medical receptionist is needed for Naturopathic physician's office in the Milwaukie area. Approximately 24 hours per week, Monday 9:00 am – 6:00 pm, Tuesday 10:00 am to 5:00 pm, Wednesday 10:00 am to 6:00 pm, with some flexibility in schedule to cover for vacations, etc. We are looking for someone who is professional and has excellent customer service skills, good with details and multi-tasking. General computer skills needed; we will train on our system.

*** NO HEALTH BENEFITS OFFERED ***

REQUIREMENTS:

- High school diploma or equivalent
- Two years general office/clerical experience
- Proficient in Word and Excel
- Type 50 wpm & 10,000 kph on calculator
- Knowledge of fax, copiers and Visa/MC card terminals
- Detail oriented, flexible and able to manage multiple tasks at same time
- Valid driver's license and reliable vehicle to run occasional errands

JOB DUTIES:

- Schedule patient appointments for new and returning patients
- Check patients in or out and do necessary paperwork
- Take medication orders either over the phone or during appointments
- Notate/record any correspondence we receive on patients in their chart (labs, referrals, etc.)
- Review estimated costs of visits and/or medications with patients
- Filing

Please e-mail cover letter and resume to "Attn: Office Assistant Position" at apply2us@comcast.net; or FAX to 503-654-5829.