



HealthSource of Ohio is seeking to hire a Medical Receptionist who is passionate about providing quality healthcare to our patients and communities. We are looking for Friendly, Accessible, Credible individuals to join a great team.

Responsibilities:

- Greets patients
- Correctly registers new and established patients in the computer and answers questions concerning any problem that might arise. Obtains correct demographic and financial information
- Responsible for having appropriate paperwork filled out by patients which may include consents, databases and other paperwork as needed
- Orients new patients, and prepares patient charts

Qualifications:

- High School Diploma or Equivalent required
- Strong computer skills that include a combination of experience in a Windows Operating System, e-mail, and EHR data entry required
- 1-2 years Medical Office experience preferred

HealthSource of Ohio is an Equal Opportunity/Affirmative Action Employer:
Minority/Female/Disabled/Veteran

	N/A	0-25%	26-75%	76-100%	Avg. lbs.
Lift/Carry	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	40
Push/Pull	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reach Overhead	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Climb	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Squat/Bend/Kneel	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Sit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Stand	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Walk/Move About	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	