

Greeter – Medical Office Assistant

Pediatric Healthcare Associates is seeking a part-time Medical Office Assistant (Greeter) to join our team. We're looking for someone who has excellent customer service skills, is a team player, and has a strong work ethic. The Medical Office Assistant (Greeter) is primarily responsible for screening patients according to our COVID-19 building entry protocols that arrive for their scheduled appointment in the office and to help maintain efficient patient throughput. This position may also be responsible for escorting patients to the exam rooms, reviewing patient demographics, verifying insurance eligibility, as well as other duties as assigned.

Requirements:

Previous customer service experience

High school degree or equivalent

Strong oral and written communication skills

Ability to work as a team in a fast-paced environment

Ability to multitask and prioritize work responsibilities

Experience in a healthcare setting with computer skills is preferred

Ability to float between other offices throughout Fairfield County

How to Apply:

Qualified applicants should forward a resume with cover letter to careers@phagroup.com. Please include "Medical Assistant" in the subject line of your email.

Pediatric Healthcare Associates is an equal employment opportunity employer. If you are unable to access or use this online application process and need an alternative method for applying, you may contact human resources for assistance at careers@phagroup.com.