

Receptionist

Northwest Neurobehavioral Health (NNH) is looking for an energetic, friendly, compassionate employee who is professional, punctual, efficient, and has strong customer service skills. Bilingual is a plus! The position is full-time (M-F: 8am – 5pm), \$12.00 to \$15.00/hour. Pay will be determined by experience with 80 hours PTO after 90 days and several paid federal holidays annually. No insurance benefits are available.

Duties:

- Greet, check-in and collect payments from patients
- Collect intake paperwork for clinicians
- Answer phones/voicemails
- Assist in scheduling appointments for clinicians
- Pickup & distribute Mail/send out Mail
- Scan documents
- Put together New Patient Packets
- Fax: reports, CDA's, Summary of results to PCP (primary care physician), Wellness assessment forms, etc.
- Keep lobby area sanitized, tidy and neat
- Assist Administrative staff as needed

Skills/qualifications:

- Communicate in a positive, professional and effective manner with clients, clinicians, insurance companies, etc.
- Comfortable with face-to-face interaction with clients and clinicians.
- Ability to speak on the phone with clients, physician offices, insurance companies, etc.
- Ability to handle confrontation with clients in a sensitive, patient, and compassionate manner
- Basic understanding of insurance requirements (Co-insurance amounts, Co-pays, deductibles, etc.)
- General office skills: typing, faxing, filing, scanning, electronic medical records, basic computer knowledge
- Other skills: Multi-tasking, flexible, good time management, organized, attention to detail
- Must pass mandatory criminal background check

If you are interested in joining our group, please email your resume to:

abonning@nnhidaho.com