



Front Desk Registration Clerk – Henderson Office

Job ID: Registration Clerk

Contact Person: Sundari Allen

Location: Henderson

Position Type: Full Time

Experience: 1-2 years experience

Desired Education: High School Diploma or equivalent

Position Summary:

This position facilitates Front Desk and patient Registration operations. Work is performed under the general direction of the Business Office Manager.

Essential Duties and Responsibilities:

- Must be computer literate
- Accurate payment posting, charge posting and filing
- Insurance company knowledge
- Check in/out patients
- Typing 40wpm

Qualifications/Experience:

- Must have excellent telephone etiquette
- Experience with medical practice computer system
- Bilingual preferred