

## **Patient Support/ Front Desk Support**

### **Job Description**

Rapides Primary Health Care Center is looking for an individual to perform a variety of Front Desk functions. This position will require communication skills, computer literacy, and professionalism.

### **Responsibilities**

Greet patients and visitors.

Schedule appointments for patients.

Call patients to remind them of their appointments.

Verification of insurance for patients on each visit.

Collect demographic and financial information on new patients and enter them in the computer.

Verify and/or update patient information on existing patients of the Center.

Protect patient confidentially and not disclose patient information.

### **Requirements**

The individual must have a Certified Nursing Assistant Certificate or Medical Assistant Certificate.

Computer literate.

Experience working at the front desk is preferred, but not required.

The ability to multi-task.

Accuracy and attention to detail

Well organized