

## Medical Receptionist – Healthy Transformations Job Posting

TripleTrack, a leader in the Human Resource outsourcing field, has an opportunity for a full-time Medical Receptionist to work in a challenging, fast-paced medical office in the Buffalo, NY area.

### Key Responsibilities:

- Provide effective customer service including: directing phones and on-site questions, scheduling client appointments, and performing the check-in/check-out process.
- Assist clients with order and purchase of products.
- Operate office equipment such as voice mail messaging systems, photocopy and fax machines and other software applications.
- Assist with waiting room and exam room setup/cleanup as needed.
- Perform various clerical and administrative functions, such as ordering and maintaining an inventory of supplies.
- Transmit correspondence and medical records by mail, e-mail, or fax.
- Receive and route messages and documents such as mail, faxes, and laboratory reports to appropriate staff.
- Scan documents into Electronic Medical Record (EMR).
- Compile materials for educational programs and assist with setup as needed.
- Arrange and coordinate meetings and community events as needed.
- Maintain office files, records, equipment and supplies.
- Maintain high regard for client privacy in accordance with the company privacy policies and procedures.
- Must be able to sit for long periods of time and lift up to 15 pounds.

### Education/Skills:

- One year medical office experience.
- AAS degree in business or related field preferred, or equivalent combination of education and experience.
- Demonstrated proficiency in Medent and Microsoft Office.
- Strong organizational skills and the ability to plan and balance multiple tasks and priorities.
- Outstanding communication and customer service skills.
- Quick learner.
- Negotiation skills.
- Ability to demonstrate empathy and patience towards clients and coworkers.

Please forward your resume and salary history with a letter of interest to Jennifer Palaganas at: [JPalaganas@tripletrackhrpartners.com](mailto:JPalaganas@tripletrackhrpartners.com).