

GASTRO HEALTH



FORMERLY DIGESTIVE DISEASE ASSOCIATES

Gastro Health, LLC is a large national gastroenterology multi-specialty group, with practices in 6 states across the US. We employ the finest gastroenterologists, pediatric gastroenterologists, colorectal surgeons, and allied health professionals. We are always looking for individuals that share our mission to provide outstanding medical care and an exceptional healthcare experience. We offer a comprehensive benefits package to our eligible employees, which includes: Health, Dental, Vision, Paid Time Off, Life insurance, 401k, Profit Sharing Plan, Short & Long-term disability, HSA, FSA and Corporate Holidays.

Are you ready to be a part of the Gastro Health family? Welcome to the company that gives you the resources and incentives to redefine healthcare services, with a competitive benefits package and leadership to take your career to the next step!

****Top Business of the Year (Large) - 2017* Greater Miami Chamber of Commerce***

****Top 100 Private Companies - 2016* South Florida Business Journal***

We are seeking a professional **full time Medical Receptionist** for our office in Catonsville, Maryland. This position rotates between our front desk and call center creating a positive first and last impression for the practice.

Job Description

- Exceptional customer service and people skills
- The ability to greet every patient in a kind manner with a genuine smile
- Promote a warm friendly atmosphere and provide excellent patient experience
- Assist patients with the completion of the electronic registration system
- Schedule appointments
- Ensure that all required referrals are obtained, scanned into the EMR and linked to that day's appointment within Practice Management
- Enters patient demographics in system
- Collects co-pays and past balances at time of check-in and enters information into the batch for the day
- Ensures that the waiting room is set up and neatness maintained
- Perform other duties as assigned

Minimum Requirements

- High school diploma or GED equivalent
- 1 year customer service experience

Location, Hours and Salary

- FT position available in Catonsville, MD
- Clinic Hours are M-F, 8:00 AM – 5:00PM

Salary & Benefits offered

- Compensation commensurate with experience
- Pay Rate - \$16.00 - \$18.00
- Paid Time off
- Health Benefits
- Short/Long Term and Life Insurance Available
- 401k
- Awardco
- Sign On Bonus up to \$1,000.00