

JOB DESCRIPTION

Job Classification: Receptionist

Reports to: Regional Administrator

Supervises: None

Last reviewed: 9/2024

POSITION PURPOSE:

Our receptionist team is responsible for performing all front office functions including incoming and outgoing phone activities, appointment scheduling, patient registration, data entry, collection of payments, maintaining patient records and serves as an example of excellent customer service to patients, family members, and community partners.

MINIMUM QUALIFICATIONS:

Education: High school diploma or GED required.

Licensure/Certification: Washington State Bilingual Certification for DSHS, preferred

Experience: Two years of administrative or specialized office experience preferred. Healthcare terminology and two or more years' experience in healthcare preferred. Bi-lingual in English and Spanish preferred.

Equipment/Skills: Multi-line phone system, Microsoft Office Suite (or equivalent). Electronic Health Systems (EHR/EDR) a plus. Familiarity with computer-based technology, e.g., insurance portals, insurance websites, etc.

Physical demands: Ability to physically perform the functions of the job, including sitting, standing, walking, lifting, carrying, bending, and reaching with or without reasonable accommodation.

Status Classification: Hourly

PRIMARY RESPONSIBILITIES

- A. Educates patients on integrated primary care model and explain services available to them i.e., BH, pharmacy, dental, and medical.
- B. Greet all patients and visitors, which include checking-in all patients by entering patient data (or accepting patient portal data) into computer system. Ensure accuracy of all demographics, such as income, address, and insurance verification.
- C. Navigate patient health records across all service lines, as appropriate.
- D. Schedules care appointments with organizations established workflows and insurance protocols, ensuring patients are aligned with in-network providers.
- E. Strives to keep schedules full to ensure patient access and promptly fills canceled appointments.
- F. Confirms patient appointments via automated program(s) and/or phone call.
- G. Ensures confidentiality of all patient information.
- H. Coordinates patient care and requests and routes calls to the appropriate personnel e.g., records, referrals, and refills.
- I. Demonstrates respectful, professional, and appropriate behavior that supports a team-oriented work environment.
- J. Attends and participates in staff meetings and trainings.
- K. Support clinic initiatives and meeting quality measures.
- L. Participate in process improvement work.
- M. Responsible for collecting patient payments on services and maintaining accurate transaction logs.
- N. Works collaboratively with records, referrals, and back-office teams to ensure the patients charts are comprehensive.

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- O. Cross trains in record and referral functions to process external records and specialist reports in a timely manner to ensure high quality care.
- P. Language Support Services. Duties:
 - Connect with Language Interpreting Services (i.e., LanguageLine) to communicate with patients in languages other than English.
 - For bilingual staff who have passed the QBS exam for your language, interact with patients in English and your QBS language as well as provide language support service to clinical staff.
- Q. Performs other related duties as assigned. Standards:
 - Follows guidelines established at time of assignment.
 - Accepts assignments willingly.
 - Prioritizes workload to ensure timely completion of assignment.
 - Asks appropriate clarifying questions relative to scope of assignment.

ACKNOWLEDGMENT:

I have read and understand the above Job Description and agree with it.

Employee Signature

Date

Supervisor Signature

Date