

Chadron Medical Clinic Seeks Receptionist and Business Office Clerk

Receptionist: Full-time, 35-40 hours per week. Responsible for a variety of duties related to receiving patients including but not limited to greeting patients at the front desk, obtaining necessary patient information and health histories, setting up appointments in person and on the phone, answering phone calls and routing calls and messages to appropriate parties, setting up electronic medical records, patient demographics and appointment schedules. Interviews will start immediately. Competitive wages and benefits. Open until filled. Contact the Chadron Medical Clinic office manager at officemgr@chadronmd.com or 308-432-4441 or stop in at 825 Centennial Drive for an application.

Business office clerk: 1-2 positions open in clinic business office. Full-time positions. Responsibilities include data entry, medical coding, transcription of medical notes and letters, billing and statements, insurance claims and follow up, performing prior authorizations for medical procedures and answering patient inquiries. Competitive wages and benefits available. Interviews will start immediately. Job open until positions are filled. Contact Chadron Medical Clinic office manager at officemgr@chadronmd.com or 308-432-4441 or stop in at 825 Centennial Drive for an application. Please send up to date resume' and references with application.