

Artemisia Acupuncture + Apothecary

Ancient wisdom for the body, mind and spirit

Seeking a Receptionist / Patient Care Co-ordinator

Artemisia Acupuncture + Apothecary is expanding and in need of the support of a dedicated team member, capable of growing with the business!

Our office is located in the heart of downtown Pasadena, walking distance to all the wonderful shops and restaurants our city has to offer. We take pride in providing excellent care to patients from all walks of life while offering kind and detailed service.

We are looking for a vibrant and caring Receptionist / Patient Care Coordinator to join our team. The successful candidate will be a problem solver that looks for opportunities to improve their environment. They will be responsible for providing exceptional customer service to patients, scheduling appointments, managing patient records, billing insurance, preparing and cleaning clinic rooms and ensuring that all patient needs are met. The ideal candidate will have excellent communication and organizational skills, be able to multitask effectively, and have a strong commitment to providing quality patient care.

See below for more info...

Responsibilities:

Provide administrative support to medical staff.

Maintain patient records and ensure accuracy of information.

Schedule patient appointments and coordinate with medical staff.

Manage patient billing and insurance claims.

Provide customer service to patients and families.

Assist with medical screenings and tests.

Receive payments and reconcile accounts.

Clean and stock rooms, room patients, complete patient intake and assist medical staff with tasks and procedures.

Maintains operations by following policies and procedures.

Education: High school or equivalent (Preferred)

Experience:

Customer service: 1 year (Required)

Medical terminology: 1 year (Preferred)

Computer skills and EMR experience: 2 years (Preferred)

Fluent English (Required)

Fluent Spanish (Preferred)

Work Location: In person

Job Types: Part-time

Salary: \$18.00 - \$22.00 per hour

Schedule:

MUST be able to work full days Monday, Thursday, Friday and 1/2 day Sunday.

Please send your cover letter and resume to acupuncture@tamrynstorm.com