

Front Desk Receptionist – Radiation Oncology

Busy Radiation Oncology office seeking a dependable, organized, and compassionate Front Desk receptionist to join our team.

Responsibilities

- Answer and direct incoming phone calls in a professional manner
- Schedule and confirm patient appointments
- Coordinate patient scheduling and daily office flow
- Prepare and organize daily patient charts and medical records
- Verify and update patient demographic and insurance information
- Obtain knowledge and understanding of insurance plans, authorizations, and referrals
- Maintain accurate documentation and data entry
- Assist patients with check-in/check-out procedures
- Provide excellent customer service to patients, families, and healthcare staff

Qualifications

- Previous medical office experience preferred
- Knowledge of medical terminology and insurance plans helpful
- Strong communication and multitasking skills
- Ability to work in a fast-paced environment
- Proficient computer and phone skills
- Detail-oriented and dependable