



Receptionist – Front Office

SUMMARY

The Receptionist performs a variety of tasks in an organized and efficient manner, to include by not limited to: registration, updating insurance and demographic information, payment collections, insurance verification, answering multi-line phones, and appointment reminders. This position is responsible for welcoming patients to the practice, treating all patients in a professional and courteous fashion. The receptionist will provide a high level of customer service and promote a positive attitude to create a friendly, patient focused environment.

EDUCATION AND/OR EXPERIENCE

- Graduation from high school or equivalent plus six months of medical receptionist experience.
- Prior administrative or clerical experience in clinical or community-based setting highly preferred.

BENEFITS

- Health Benefits (Medical, Dental Drug, Vision) – Employee coverage paid by WHC
- Discounted Medical and Dental services provided by WHC
- Paid Holidays – 10 Full days and 2 Half Days
- Paid Time Off (PTO) 1 to 3 years – Max. Accrual = 120 hours
- 3 to 8 years – Max. Accrual = 160 hours
- 8 + years – Max. Accrual = 200 hours
- Paid Wellness Hours
- Wellness Bucks - \$200 annually
- Group Term Life Insurance
- Supplemental Group-term Life Insurance & AD&D Insurance
- Employee Retirement Savings Plan 403(b) – Employer match 50% of employee contribution up to a maximum of 3% of employee wages
- Flexible Spending Program
- Employee Assistance Program (EAP)
- Longevity Benefit – After 10 or more years of service
- Tuition Assistance Program
- Free Parking
- and more.....

For more information please visit the website: <https://waimanalohealth.org/career-opportunities>

or contact Human Resources at (808) 954-7173