



**NHCI Job Posting
November 6, 2018**

Receptionist/Scheduler 40 Hours

Neighborhood Health Clinics, Inc. is accepting applications for a Receptionist/Scheduler to provide professional customer service by providing routine information and scheduling patient appointments in a prompt, pleasant, and helpful manner. Position currently reports to the Scheduling Team Lead.

Specific duties include:

- Operates clinic switchboard/phone system
 - Answers all phone calls in a prompt, pleasant, and helpful manner.
 - Greets the public and answers questions, directions, etc.
- Coordinates schedules and enters patient appointments into computerized appointment scheduling system quickly, accurately, and according to Clinic policy.
- Maintains and updates current information on patient files and schedules.
- Calls or sends letters in order to remind patients of future appointments, reschedule, or cancel appointments as necessary.
- Keeps accurate information concerning physician work schedules
- Works in conjunction with the other schedulers to promote a Team Effort.
- Attends and participates in meetings and in-services as required. Participates in professional development activities. Serves on committees as requested.

Full time position with benefits. High School Diploma or GED required. Advanced medical/dental office training preferred. Minimum of one year in office setting; preferably in medical/dental clinic setting. Experience with Windows based computer programs. Prefer experience with medical/dental practice management systems. Additional appropriate education may be substituted for one year of work experience. Bilingual preferred. Interested candidates should send a resume along with a cover letter to NHCI Human Resource Department at: P.O. Box 11949, Fort Wayne, IN 46862 or by email at HRDEPT@NHCI.ORG or fax (260) 969-2911. Neighborhood Health Clinics is an Equal Opportunity Employer.