



Allergy, Asthma & Sinus Center, S.C.

Gary C. Steven, MD, PhD, CPI

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8585 W. Forest Home Avenue • Suite 200 • Greenfield, WI 53228

(414) 529-8500 • FAX: (414) 529-8511 • myaasc.com

Additional locations in Mukwonago and Racine

Front Desk Medical Receptionist

Location:

Allergy, Asthma, & Sinus Center, S.C.
8585 W. Forest Home Avenue, Suite 200
Greenfield, WI 53228
414.529.8500

Salary

Negotiable

Benefits for Full Time Employees

Health insurance
STD, LTD, and life insurance
Paid vacation
Paid sick time
Paid holidays 401K
match

Hours

Mondays: 8:45 am - 5:30 pm
Tuesdays: 8:45 am - 4:00 pm
Wednesdays: 8:45 - 5:30 pm
Thursdays: 8:45 am - 5:00 pm
Fridays: 8:45 am - 12:00 pm
Saturdays: 8:45 am - 12:00 pm (One Saturday per month)
Exact hours may be adjusted to accommodate patient visits, not to exceed 40 hours per week

About the Allergy, Asthma, & Sinus Center, S.C. (AASC)

The Allergy, Asthma & Sinus Center is a state-of-the-art allergy and asthma practice in Greenfield, Wisconsin. It is an independent, physician-owned medical practice serving patients with respiratory diseases. We provide telemedicine and in-office visits with physicians, in-office nurse and testing visits, and in-office injection visits. We also conduct industry sponsored clinical trials of emerging treatments for patients with respiratory diseases.

Goal

As the front desk medical receptionist, your goal will be to provide an outstanding patient experience and level of service.

Educational Qualifications

High school diploma or equivalent
Prefer two year college degree or certificate
Prefer 1 - 2 years experience as a medical receptionist or similar service-oriented industry

Preferred Personality Characteristics

Ability to work and adapt in a fast-paced, patient service-oriented environment

Ability to multi task

Self-motivated, friendly, and polished

Outstanding interpersonal skills and attention to detail

Excellent verbal and written communication skills

Excellent organizational skills

Maintain professional conduct in all work-related situations

Essential Duties and Responsibilities

The following essential duties and responsibilities of this position are performed personally, in cooperation with your supervisor and/or coordination of other staff. Additional work functions and duties may be assigned.

Welcome patients and manage patient check-in and check-out

Answer phones and return calls

Respond to emails and texts

Schedule new and established patients appointments

Inform patients of cost of care

Confirm appointments and insurance eligibility

Knowledge of computers, medical terminology, and insurance in order to effectively handle each patient encounter

Enter information accurately into the electronic medical record

Correspond with staff on patient issues and concerns

Print, scan, and fax documents

Collect credit card and check payments

Open and distribute all mail and deliveries

Monitor office inventory of supplies and notify office manager of items needed

Maintain professional appearance of the reception area Open and close office daily

Other

Must wear a mask in the clinic at all times

Must have up-to -date Covid and Flu vaccines

Fragrances are not allowed in the clinic

Must have reliable and consistent transportation

May have opportunity to work at our other location in Racine, WI

We are an equal opportunity Employer. AASC is an Alcohol/Drug/Smoke-Free Workplace.