

MEDICAL RECEPTIONIST — Position Available

We are a leading independent physical therapy clinic in Northeast Wisconsin with a long-standing reputation for the best outcomes in the Fox Valley...and beyond.

A Team That's Like Family. It is our shared passion for our patient's rehabilitation in a friendly, family-like environment that sets us apart. We provide the best care for our patients with compassion, respect, understanding, and the pursuit of excellence.

Day Shift | Mon-Friday | 30-40 hrs/week | Holidays Off | \$16-18/hr+Benefits

Summary. The ideal person should be outgoing, detail-oriented, possess good communication and organizational skills, enjoy multi-tasking and being busy. As client-facing professional, a receptionist plays a key role in representing PEAK within the community

Responsibilities.

- Greet, register and schedule patients
- Assist patients with filling out appropriate forms
- Obtain insurance benefits and authorizations
- Collect co-pays and balances
- Assist patients with billing questions and medical records requests
- Maintain office inventory by anticipating needs & expediting orders
- Prepare and send letters to referral sources
- Maintain tidiness and organization throughout clinic
- Schedule staff meetings
- Occasionally assist Physical Therapists with patient
- Assist with miscellaneous marketing projects

Perks at PEAK.

- Positive, friendly, caring, supportive, and rewarding culture
- An integral part of the team helping patients meet their health goals
- Work with employers who value and care about you and your family
- Maintain a happy and healthy balance between work and personal life

PEAK Performance is an Equal Employment Opportunity employer (EEO).

Please submit resume on-line or send to:

Peak Performance Physical Therapy & Sports Medicine

Attn: Kari Sturtevant, DPT | 2901 E Enterprise Ave Suite 600 | Appleton, WI 54913

920.738.0671 | PeakPerformanceFoxValley.com