



Job Posting 09/22/2020

Position: Front Desk Coordinator
Part/Full Time: Full Time
Location: Little River

Job Description:

Hours are Monday-Friday, 8:00 am to 5:00 pm. The Front Desk Coordinator will assume responsibility for smooth and efficient running of the front office reception and billing area. Handles telephone interaction related to scheduling and patient problems, schedules and confirms patient appointments, gathers and enters demographic information in the patient's record, verifies and files insurance, collects payment for visits, handles mail and correspondence, checks patients out after treatment, handles petty cash and prepares bank deposits.

Interested candidates complete Internal Job Listing Form and forward to Tara Brown at tbrown@carolina-health.com by 5:00 PM on Wednesday, September 23, 2020.