

POSITION OPENING

POSITION: MEDICAL SECRETARY/FRONT DESK RECEPTIONIST	STATUS: FULL TIME
DEPARTMENT: PPG - PRIMARY CARE/ RAPID CARE	HRS/PAY: 75.0 HRS
SUPERVISOR: ABBY CAYLOR	JOB GRADE: C-1

RESPONSIBILITIES

Full time position available in the Punxsutawney Physician Group Offices working primarily in Primary Care/Rapid Care. The schedule includes a combination of 8 and 12 hour shifts primarily day and early evening hours, including every other weekend. Applicant must be somewhat flexible with hours as required by the schedule. Individual must be able to demonstrate competency in exhibiting excellent communication and telephone skills; and demonstrate superior customer relation skills. Medical terminology required with previous experience and/or knowledge of insurances preferred. Excellent organization, typing and/or computer skills required. Two year medical secretary or medical assistant education program preferred, but will consider clerical experience in a medical office in lieu of education. Medical assistant training/certification is a plus.

Physical Demands: Moves throughout the offices the majority of the day. Minimal lifting required.

Job description outlining responsibilities and qualifications is available in Human Resources. Application for the position indicating qualifications can be written or e-mailed and must be submitted to Barb Kostok, Human Resource Director.

Date Needed To Start: As Soon As Possible

Posting Period: 04/22/22 to 04/26/22

Application Deadline: Noon on 04/27/22