

**This is provided as public service to the Acupuncture community. The college has not vetted the individual/ organization providing this opportunity, nor is FCIM responsible for this advertisement. Applicants should do their own due diligence as to the background of this posting.:**

**Name:** Thoa Ho

**Email Address:** Info@LotusAcu.com

**Business or Organization Name:** Lotus Acupuncture

**Address:** 200 N Denning Drive #7, Winter Park FL 32789

**Phone Number:** 407-780-2645

**Title or Position Available:** Part time receptionist

**Job Description or practice description:** We are a thriving wellness center and would like hire a new team member as receptionist position.

Please email resume to info@LotusAcu.com. We ask that you do not call the office, please email any questions you may have.

Your duties are as follows but not limited to:

Effective pre-registration, registration and scheduling of multiple patient appointments.

Manages the multiple additions and cancellations of patient appointments.

Missed appointments are to be follow and re-schedule accordingly based on the patient needs.

Inbound and outbound calls.

Efficiently and accurately gathers and inputs patients/guarantor demographic and financial information in appropriate EMR system.

Contact appropriate payers/provider offices, verifying benefits and obtaining/ documenting necessary authorizations.

Consistently and constantly reviews the schedules daily and communicates all changes to appropriate staff.

Collects patient financial responsibilities at the time of service.

Solidly responsible for the payments collected through the employees working shift.

Responsible for entry of patient charges.

Acts as a liaison between the provider and patient to explain insurance benefits, co-pays, deductibles, and self-pay portions. Script will be provided. You will not need to know insurance.

Accurately communicates all procedures pertinent information including arrival time, location and duration to the patient.

Generate correspondence/written communication.

Performs check in and check out of patients.

Acts as a liaison to the clinical staff.

Acts as a liaison to the clinical and business staff to ensure effective and efficient patient management.

Post stories on social media at least once/ day. only on the day that you're working.

Opening and closing the office.

Be able to work one weekend day/ every other month.

**Date needed:** April 15, 2019

**Note:** Please email: info@LotusAcu.com