

Job Title	Job Description	Employer	Pay	FT/PT	Contact Information	Posted	Closes
Medical Receptionist	Check patients in and out, take payment, schedule appointments, answer multiple phone lines, return phone calls, complete insurance verification, manage various clerical duties assigned. Looking for someone who has excellent communication skills, works well with people, and can manage multiple tasks at one time.	Utah Neurological Clinic in Provo	\$9.00 - \$10.00 Hourly with benefits	Mon-Wed & Friday 8:45am - 5 or 5:30pm	Email resume to Jenn at j.shumway@live.com. You may also call at 801-437-4888 with any questions.	10/21/2008	11/21/2008
Medical Receptionist	Duties include answering the phone, making appointments, making new charts and pulling charts for office visits, filing, copying and more.	Cherry Tree Family Practice in Orem	\$9.00 and up	FT 8:30 - 5 Monday through Friday.	Send resume to ctfp@ctfp.com	10/23/2008	
Receptionist	Job duties will include answering and directing calls, greeting patients, checking patients in and out and scheduling appointments. Must be able to multi-task, have computer knowledge, great customer service skills, and be proactive and hard working. One year of medical experience preferred.	Central Utah Clinic - Imaging - Provo		FT	Send resume to jobs@centralutahclinic.com	10/28/2008	
Receptionist	Job duties will include answering and directing calls, greeting patients, checking patients in and out and scheduling appointments. Must be able to multi-task, have computer knowledge, great customer service skills, and be proactive and hard working. One year of medical experience preferred.	Central Utah Clinic - Internal Medicine-Provo		FT	Send resume to jobs@centralutahclinic.com	10/28/2008	
Surgery Scheduler	Coordinate physician surgery schedules with hospitals and surgical centers. Interface between patients, facilities and the physicians. Must be well-organized and computer literate. This position requires a High School diploma or equivalent and courses in insurance billing, data processing, medical terminology or at least one year of experience in a hospital or clinic setting. Strong customer service skills and effective communication and interpersonal skills.	Central Utah Clinic 700 W 800 N in Orem		FT	Send resume to jobs@centralutahclinic.com	10/28/2008	

Medical Receptionist	You will be responsible for patient scheduling, checking in patients, insurance verification and other medical paperwork that goes along with the job. Need someone that is friendly and can work in a fast paced environment. Previous medical experience a must.	Located in Orem	\$13/hr		Send resume to job-897079219@craigslist.org	10/28/2008	
Medical Office Receptionist	Welcomes patients and visitors by greeting patients and visitors, in person or on the telephone; answering or referring inquiries. Comforts patients by anticipating patient's anxieties; answering patient's questions; maintaining the reception area. Maintains patient accounts by obtaining, recording, and updating personal and financial information.	Located in Provo	Up to \$15.95/hr		Send resume to kellymoulton.med@gmail.com	10/29/2008	