



Garner Chiropractic Center, PC
680 US HWY 18 W
Garner, IA 50438
641-923-2940
www.garneriachiro.com

Overview:

Garner Chiropractic Center, PC is looking to hire a clinic receptionist.

A mutually agreeable standard work schedule will be established. Hours available range between 17-40 hours per week. If part-time is chosen, there will be an occasional opportunity to increase hours to help cover for co-worker's vacation/sick time.

We are a very accommodating employer and appreciate the balance between work and family life. Our office manager is available most of the time to cover for requested time off.

We offer retirement benefits (3% match of employee contributions), complimentary chiropractic care for employee, and paid time off.

Job description is attached.

Competitive hourly wage based on skills and/or experience.

To Apply:

Please send letter of interest and simple resume to the attention of:

Amanda Fritz
Garner Chiropractic Center, PC
680 US HWY 18 W
Garner, IA 50438

Email is acceptable: fritzchiro@yahoo.com



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Job Description: Clinic Receptionist

Overview:

- He or she will serve as the primary customer service representative for the chiropractic clinic, and as such will educate patients on treatment procedures and insurance information requirements and limitations, and liaise between the patient and the chiropractor.
- A mutually agreeable standard schedule will be established. Hours available range between 17-40 hours per week. If part-time is selected, then hours may increase on occasion for co-worker vacation/sick-day coverage.

Responsibilities:

- Responsible for assisting the chiropractor in running a chiropractic clinic.
- Greet patients when they enter the clinic and make them feel welcome and comfortable. Escort them to the patient room when it is clean and available.
- Handle all phone calls and inquires including but not limited to scheduling patients and contacting insurance companies on patient's benefits.
- Collect payment and balance end-of-day collections.
- Post insurance payments to patient's ledger. Escalate any insurance discrepancies to the office manager.
- Assist with monthly statements to patients.
- Maintain databases containing patient information and patient files.
- Prepare patient charts, file charts, and pull charts for the next business day.
- Order and stock products as recommended by the chiropractor.
- Preparing patient rooms for next patient which involves light cleaning.
- Performs other duties as assigned.

Reporting:

Reports to Office Manager for non-urgent issues (e.g. vacation coverage, benefit questions, software/insurance issues, etc.) and Doctor of Chiropractic for immediate/urgent issues.