**Medical Receptionist I Standard Job Description**

**Classification Title:** Medical Receptionist I

**FLSA Exemption Status:**Non-Exempt

**Pay Grade:** 6

**Job Description Summary:**

The Medical Receptionist I is responsible for providing staff support and performing business activities.

**Essential Duties and Responsibilities:**

**30% Financial Management**

* Record patient charges for clinic and pharmacy.
* Reconcile cash box and prepare receipts for deposit.
* Investigate errors on cash transactions and resolve problems.
* Prepare receipts and deposit forms according to procedures.

**20% Patient Interaction**

* Greet patients and visitors and route calls.
* Schedule routine appointments for patients.
* Assist patients with kiosk usage.

**10% Administrative Support**

* Assist with scheduling meetings and managing phone calls.
* Disseminate general information about the clinic and pharmacy to staff and the public.
* Data entry into Electronic Medical Records system to update patient accounts.

**10% Inventory Management**

* Monitor and organize office and clinic supply inventory.
* Receive, verify, and log the receipt of goods within the Electronic Medical Records system.

**10% Team Collaboration**

* Promote excellent customer service and teamwork within the department.
* Serve on committees to support departmental initiatives.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Qualifications:**

**Required Education:**

* High school diploma or GED.

**Required Experience:**

* Two years of related experience

**Required Licenses and Certifications:**

* None

**Required Knowledge, Skills, and Abilities:**

* Ability to multitask and work cooperatively with others.

**Additional Information:**

**Machines and Equipment:**

* Computer
* Telephone
* Copier/Scanner

**Physical Requirements:**

* None

**Other Requirements and Factors:**

* This position is security sensitive
* This position requires compliance with state and federal laws/codes and Texas A&M University System/TAMU policies, regulations, rules and procedures
* All tasks and job responsibilities must be performed safely without injury to self or others in compliance with System and University safety requirements

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

**Does this classification have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**