

## **Medical Receptionist**

Regional Medical Imaging, (RMI) is the leading Private Radiology Practice in the mid-Michigan area and we are seeking a Medical Receptionist to join a family-oriented, well-established growing imaging organization. The practice is the leading independent radiology program in the region.

### **Summary**

Interviews new patients and records data on RIS and PAC's by performing the following duties

### **Essentials Duties and Responsibilities**

Checks in patients for exams as they come in, this entails obtaining specified information from patient such as age, insurance coverage, and types information onto RIS system also scanning in necessary documents in patients record.

Getting films ready for check out and completing the necessary documents for release of patient's films. Also completing the process for check in of films.

Helps patient when necessary to complete history sheets, question airs and any other forms necessary for appointment.

Prints schedules for next day also prints reports for related exams. Confirms appointments when necessary.

Assists in keeping work area and patient waiting areas clean.

Runs daily cash reports and payments.

Gives general information and answers questions about patient care and answers telephone and schedules appointments for procedures when necessary.

### **Education and/or Experience**

One-year certificate from college or technical school; or related experience and/or training; or equivalent combination of education and experience.

### **Apply**

Please submit your letter of interest and curriculum vitae via:

- Email – click on the link from the Career page of the website
- Mail – attention: Linda Anthony, Human Resources Department, at the address above
- Fax – to 810-732-1101