

EMPLOYER - ALSO COMPLETE SHADED SECTION FOR DCC USE

Employer:	Toback Podiatry
Street Address:	43 Grand Street
City, State, Zip:	Kingston NY 12401
Phone:	845-339-3338
Website:	Tobackpodiatry.com
Contact Name/Title:	Linda Toback
E-mail:	Linda.toback@middletownmedical.com

Position Title: Medical Receptionist

Part-Time Full-Time

Company/Organization Name:	Toback Podiatry
Location:	Kingston and Highland
Company/Organization Profile & Size: (include website)	Podiatry office with 2 locations in Ulster county. 4 FTEs. Tobackpodiatry.com
Industry:	Health care
Position Description/ Responsibilities: (include where job is located)	Toback Podiatry (A division of Middletown Medical) is seeking an experienced Medical Receptionist in our Kingston office. As Medical Receptionist, you will be responsible for providing administrative support to ensure efficient operation of the medical office. You will support doctors and patients through a variety of tasks related to patient care management, organization, and communication. The target is to complete all activities accurately, efficiently and with a high level of quality.
Qualifications/ Required and/or Preferred Skills:	<ul style="list-style-type: none"> • Proven work experience as a medical receptionist • Knowledge of medical office management systems and procedures a plus • Excellent time management skills and ability to multi-task and prioritize work • Social perceptiveness and service oriented • Excellent written and verbal communication skills • Strong organizational and planning skills • Proficiency in patient management software • Project a positive and professional image and attitude at all times
Employment Type:	<input checked="" type="checkbox"/> Hourly <input type="checkbox"/> Salary
Wage Rate or Range	\$14.00-\$17.00

How to Apply:

E-mail:	linda.toback@gmail.com		
Online:			
U.S. Mail:			
Contact Name & Title:			
Include:	<input checked="" type="checkbox"/> Resume	<input checked="" type="checkbox"/> Cover Letter	

Additional Comments:

