

Medical Office Coordinator

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Company: New York Rhinoplasty

Location: United States

Category: other-general

New York Rhinoplasty is looking to hire a full time Medical Office Assistant / Receptionist / Patient Care Coordinator. Our Medical practice is located in Huntington, NY and is focused on Facial Esthetics. We are looking for a motivated person to assist Office Manager with running the medical aesthetic practice. Responsibilities will include but will not be limited to the front desk related tasks, scheduling patients, assistance with billing, scribing, medical assistant tasks. Details will be discussed during the interview. We provide competitive compensation.

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