

Medical Receptionist

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Company: Mercy

Location: Edmond

Category: other-general

Up to \$2,500 hiring incentive available!

Mercy Primary Care is seeking a full-time (40 hours a week) Medical Receptionist/Patient Service Rep to join our team.

Overview:

The Patient Service Representative is often the first point of contact for our patients and therefore must represent Mercy with the highest standard of customer service, compassion and perform all duties in a manner consistent with our mission, values and Mercy service standards.

Tuition Reimbursement up to \$2,000 for continuing education

Health/Dental/Vision available after day one

Annual contribution of \$100 per month to eligible co-workers enrolled in the Dependent Care FSA

Paid parental leave for new parents

401k with employer match

Paid PTO for volunteering

Competitive salary

Future career growth!

Qualifications:

Patient Service Representative

Education: High school diploma or equivalent

Experience Preferred: One year of applicable medical office experience.

New hire must attend Clinic Core Front Desk Training through Clinical Education.

All new hires are hired into this role.

Advanced Patient Service Representative

Education: High school diploma or equivalent

Current Patient Service Reps who are moving to Advanced title on the career ladder must complete both Patient Service Rep and Advanced PR competencies prior to being promoted.

Find us at:

Facebook | LinkedIn | Instagram | [mercy.net](https://www.mercy.net) | Mercy Careers

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