

Essex Pediatrics is looking for a Medical Receptionist to work in our busy office. Our office prides itself on the care that we provide for our families as well as our team environment for our staff. The right candidate will have strong customer service skills and will be a dependable, hard-working individual. We are looking for someone who is patient, is a team player and has a great sense of humor. This part-time position is 27 hours per week including one to two weekend days per month. Responsibilities include greeting parents and patients at check-in and check-out, scheduling appointments, answering the phones, entering demographic information, checking insurance eligibility, collecting co-pays and balances, scanning documents and general chart preparations. Computer experience is a plus.

If you are interested in this position, please send your resume to kris@ep.pcc.com.