

Work Study Job Description

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| Job Title | Front Office Medical Receptionist |
| Organization Name | Columbia Physical Therapy Services, Inc |
| Job Location | Rainier Valley |
| Address | 3207 Rainier Ave S Seattle WA 98144 |
| Pay Rate | \$14.00 - \$16.00 |
| Employment Period | Academic Year |
| Hours Per Week | 19 hrs/wk |
| Contact Supervisor | Wrenna Clayton |
| Phone Number | 206 722-2205 |
| Email Address | cpts@mac.com |
| Website | |

Nature of Organization

Out Patient medical Physical Therapy Clinic specializing in Orthopedic, Sports Injuries, Auto, and Work Related injuries.

Duties and Responsibilities

Duties would include Answering of Telephone; Calling Clients for Appointments; Greeting and Checking in Clients;
Usage of Computer and software to Schedule and Check in Clients for Appointments;
Filing of Charts and Reports; Faxing and Copying;

Minimum Qualifications

Must be computer literate;
Must have good interpersonal skills, telephone skills, and work well with the public;
Punctual; Reliable; Professional;

Educational Benefits

Beneficial to learning business and office skills;
Benefit of learning to work in the medical field;

How to Apply

Send Resume to info@columbiaphysicaltherapy.com
Will be contacted for an Interview;

Job Number: 40CPTS01 | Category: Office & Administrative | Program: State | Reimbursement Rate: 40%