



Simon Yu, MD
Prevention and Healing, Inc.
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Job Description:

Medical Receptionist / Medical Secretary

Full Time for Integrative MD Medical Practice

Position Summary:

This is a highly visible position in an Integrative Medicine Practice that offers the best of traditional and alternative medicine. Individual will interact with patients and must project a positive professional image at all times, and maintain an upbeat positive attitude in all interactions with patients and co-workers. Individual must ensure appropriate communication and confidentiality at all times.

Details:

As a Medical Receptionist/Secretary, you will be responsible for coordinating the daily administration of staff, visitors, and patients at our healthcare facility. Your duties will include scheduling appointments, answering patient inquiries, and monitoring stock and supplies. Answer and triage phone calls to appropriate staff. Assist in management and ordering inventory of supplies, supplements, and meds. File patient test results in charts. Perform general clerical duties under the supervision of other licensed professionals as needed. This is a full-time position with flexible hours, Monday- Friday, and one Saturday per month.

- Greet patients in person and over the phone, route calls, schedule appointments
- Assist with patient check-in/check-out procedures, collect patient interview data
- File patient test results in charts
- Professionally assist doctors, staff, visitors, and patients
- Assist in management and ordering inventory of supplies, supplements, and meds
- Perform all duties within HIPAA regulations
- Maintain confidentiality of all doctor, staff, and patient information
- Complete accurate documentation of patient visits

Preferred Qualifications:

- High school diploma or GED
- Two or more years of experience working in a fast-paced medical practice
- PC/Windows (Microsoft Office) proficiency is a MUST
- Working knowledge of medical terminology, HIPAA regulations
- Meticulous attention to detail with the ability to multi-task

- Strong organizational, administrative, and planning skills
- Ability to work under pressure and react effectively
- Ability to use discretion while working with sensitive information
- Excellent documentation, communication, and IT skills
- Passionate about healthcare excellence

This information has been designed to indicate the general nature and level of work performed by employees in this position. It is not designed to contain or be interpreted as an exhaustive list of all responsibilities, duties, and qualifications required of employees assigned to this job. References and a background check are required.

For consideration please forward your resume and salary requirements by email to jobs@preventionandhealing.com.

Job Type: Full-time

Salary: Based on experience

Benefits: 401(k), Employee discount, Flexible schedule, Paid time off

Medical specialties: Holistic Medicine, Internal Medicine

Schedule: 8 hour shift, Day shift, Monday to Friday, one Saturday per month

Ability to commute/relocate: Saint Louis, MO 63146: Reliably commute or planning to relocate before starting work

Education: High school or GED

Experience: Two or more years of experience working in a fast pace medical practice (preferred)

Work Location: In person

Weaving Internal Medicine with Integrative Medicine to Use the Best Each Has to Offer