

Ag Worker Health & Services, founded in Montana in 1972, is seeking a front desk receptionist in our Dillon, MT medical clinic. We are seeking a person with the passion and skills to be the first point of contact for our patients, staff and visitors. Our agency is committed to providing high quality care and providing a positive experience from the moment our patients walk through our doors. This role is perfect for an organized, empathetic, and professional individual looking to play a vital role in providing medical, dental hygiene and behavioral health care in a team-based atmosphere. Visit our **website** at **agworker.org** to find out why Receptionists choose to work with our agency.

**Agency's Mission:** To improve the health status of agricultural workers and their families and others living in rural poverty.

**Duties:**

- Greet patients and visitors warmly and professionally, both in person and on the phone
- Schedule, confirm, and manage patient appointments efficiently in our electronic health record (EHR)
- Complete registration process, including gathering and verifying patient demographics and insurance information
- Collect co-pays and outstanding balances
- Manage phone systems, answer questions, direct calls or take messages
- Maintain patient records ensuring confidentiality per HIPPA rule
- Collaborate with clinical staff and team members to facilitate smooth daily clinic operations and patient flow

**Qualifications:**

- High School Diploma or equivalent
- Prior experience in a medical office, customer service, or secretarial role is preferred
- Bilingual in English-Spanish preferred

**Skills:**

- Must be able to perform general office duties such as typing and filing
- Must be able to effectively use technology and computer software (i.e. internet, e-mail, MS Word and Excel)
- Excellent written and verbal communication skills
- Strong organizational skills and attention to detail
- Commitment to exceptional customer service and patient satisfaction

**Pay:** \$18.00 - \$20.75 per hour

**Benefits:**

- 401(k) matching
- Health insurance
- Paid time off

**Work Location:** In person