



<https://thrivemcg.com/job/front-desk-receptionist/>

## Front Desk Receptionist

### Description

Thrive Comprehensive Medical Group is a multi-specialty group dedicated to alleviate patient suffering and burden of disease. We are looking for qualified Internal medicine or Family medicine providers to assist in providing comprehensive care for patients.

### Responsibilities

Our front desk receptionists are expected to perform a full range of call center duties. You will greet patients in a friendly manner. Register patients to our online NextGen electronic health records. Address patient request and concerns by phone, respond to patient emails, and online request forms. You will verify insurance status and advise patients about their obligations. You will also participate in team meetings where your skill and expertise will help identify work place deficiencies and help improve care provided to our patients.

### Qualifications

- Demonstrated work experience in high volume front desk or medical setting
- Multilingual English/Spanish/Farsi/Hebrew communication preferred

### Job Benefits

Benefits Package and Bonuses

Leadership Pathways and Partnership

Quality related bonuses

Health coverage Medical Dental and Vision

### Hiring organization

Thrive Comprehensive Medical Group

### Employment Type

Full-time

### Job Location

18607 Ventura Blvd, Ste 102,  
91356, Tarzana, Los Angeles, USA

### Working Hours

8:00am – 5:00pm

### Date posted

July 7, 2022