**Company Description**

Performance Therapies, P.C. provides physical therapy, athletic training, and strength and conditioning services. The company has experienced significant growth across our four clinics which are located in Cedar Rapids, Coralville, Hiawatha, and Kalona.

**Job Description**

We are looking for a friendly, organized, detail-oriented, and multi-tasking professional to join our team as *part-time Medical Receptionist*. The successful candidate will be the first point of contact for patients, responsible for ensuring a smooth and welcoming experience.

This job will be located at our Cedar Rapids clinic. The starting pay is $15/hr. The schedule will be Monday-Thursday, 12 pm – 6 pm, Friday, 12 pm – 5 pm. May pick up more hours based on need and availability.

**Key Responsibilities**

* Greet and check in patients upon arrival
* Schedule and confirm patient appointments
* Answer and direct phone calls
* Collect and verify patient information, including insurance details
* Collect patient payments
* Assist with administrative tasks such as filing, faxing and scanning documents.
* Address patient inquiries and provide information as needed

**Qualifications**

* High school diploma/GED or equivalent
* Excellent written and verbal communication skills
* Proficiency in Microsoft Office

To apply, please send your resume to ssullivan@perfther.com.

To learn more about this position and Performance Therapies, please visit our website, ptforhealth.com.

Performance Therapies, PC.

Attn: Human Resources

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