

Front Desk Receptionist / Chiropractic Assistant Position

An award-winning, multi-disciplinary practice providing chiropractic care, acupuncture, massage therapy, and nutritional counseling to patients of all ages is seeking a part-time front desk professional/chiropractic assistant.

Job tasks and responsibilities:

- Greet and check in patients as they arrive
- Answer phones using a multi-line phone system
- Accurate scheduling for new and current patients
- Prepare patient records and provide paperwork for various insurances
- Handle check out process by collecting co-pays and outstanding balances
- Maintain efficient office flow by bringing patients to treatment rooms
- Provide doctor-prescribed therapy to patients

Preferred experience, skills and attributes:

- Versatile and adaptable to prioritize multiple tasks, able to switch roles and quickly meet the needs of patients and providers
- Dependable team player who works well under supervision as well as ability to take initiative to complete tasks independently
- Exceptional communication skills and a welcoming and positive attitude
- Strong attention to detail
- High school diploma or equivalent
- Stable work and/or education history
- Chiropractic office, medical experience or physical therapy front desk experience preferred
- Willingness to work in both Lancaster and Ephrata offices
- Availability to work one evening a week and 1 Saturday per month
- Bilingual abilities a plus

Please send your resume and salary requirements to:

thewengerchiropracticgroup@gmail.com

