

BAY MEDICAL MANAGEMENT

Job POSTING

Job#LRS-MIA

POSITION: Lead Registration/Scheduler
LOCATION: Magnetic Imaging Affiliates
HOURS: Full-time; 40 hours/week
DEADLINE: May 18, 2016
SUPERVISOR: Katherine Chambers

SUMMARY

Answers phone, operates computer, schedules appointments, greets patients and other visitors, determines nature of business and directs visitors/callers to destination. Under the direction of the Support Services Manager, leads, directs and assigns work to Receptionist/Schedulers, and assists manager with other duties as required.

SKILLS, KNOWLEDGE, & EXPERIENCE:

- Working knowledge of medical office procedures and medical terminology preferred.
- Basic computer/keyboard skills.
- Excellent verbal and written communication skills.
- Excellent customer service skills.
- Attention to detail.
- Ability to work as part of a team. Ability to lead a team.
- Excellent organizational and interpersonal skills, including the ability to motivate employees and prioritize work.
- Excellent problem solving skills and adaptability.

SUPERVISORY RESPONSIBILITIES

Directly supervises a various number of clerical employees. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED); or one year related experience and/or training; preferably in a radiology office setting; or equivalent combination of education and experience. One year supervisory experience preferred.

PHYSICAL REQUIREMENTS:

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand, walk, and sit. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 60 pounds. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

This job description is not intended to be all-encompassing. A more detailed description, including essential job duties and responsibilities, is available through the Human Resources Department.

For immediate consideration, please send cover letter, salary expectation and resume to either of the following and reference job number **J#LRS-MIA** in the subject line:

Email: operationwest@bmmi.net

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