



## PHONE RECEPTIONIST

We are on a mission to change the weight of the world. If you want to be part of a team of people that are passionately dedicated to the field of Obesity Medicine, in a business that is growing like wildfire, look no further. The perfect person for this role must enjoy engaging with people and have some experience working in a medical office or similar type of business. As with all small businesses, the role will likely evolve as the business continues to grow.

**In-Person: Overland Park office\*\***

### **Primary Duties Include:**

- Answer incoming calls and return messages, connect to appropriate staff
- Organize and schedule patient appointments
- Comfort patients by anticipating anxieties and effectively answering questions
- Help patients understand basic principles of insurance coverage
- Verify and collect patient charges and record transactions
- Assist reception with scheduling appointments when needed

### **General Requirements:**

- Experience working in a customer-facing office, preferably in a healthcare field
- Great verbal and written communication skills
- Excellent time management and organizational skills
- Must be fully vaccinated against COVID-19

### **Specifics:**

- Approximately 40 hours/week: Monday-Friday 8am-5pm
- Salary: \$16-\$17/hour
- 401K with employer match (up to 3% of salary), eligible after 1 year of employment
- PTO
- Yearly bonus
- Paid holidays (Memorial Day, 4th of July, Labor Day, Christmas Day, New Year's Day)
- Employer-sponsored health insurance
- Personalized scrubs provided

*\*\*Training will take place onsite in our Overland Park, Kansas office over a period of approximately three weeks. Following training, employee and manager will determine how much, if any, of the duties can be effectively performed from a remote location. This decision will depend upon whether or not the employee has a space to work that is free from distractions, and the employee has access to secure, reliable high-speed internet. In the event of vacation/sick leave, employee may be expected to periodically cover onsite reception staff.*