



## FRONT DESK RECEPTIONIST

Brunswick Family Medicine, an established, independently owned, primary care practice with locations in Southport, NC and Wilmington, NC is looking for a **front office team member**. We are a small, fast-paced practice where each position is a crucial part of the whole. We work hard and value each other.

- Monday through Friday
  - 8:00-5:30pm – Monday through Thursday
  - 8:00-3:00pm - Friday
- Closed for lunch daily 12p-1p

The position of Front Desk Receptionist requires:

- Exceptional interpersonal and communication skills;
- Ability to multitask, while often 'switching gears' among duties as circumstances require.

The Front Desk Receptionist duties include (but are not limited to):

- Managing the phones (route calls, take message and timely respond to messages);
- Check in/Check out patients;
- Collect co-pays and verify insurance;
- Reconcile Time of Service funds daily;
- Managing payments from patients and insurance companies and making bank deposits
- Managing medical record requests to and from the practice
- Scanning documents into EHR
- Assist clinical staff in next day preparations;

Benefits:

- Locally owned and operated
- Understanding environment with an emphasis on quality of life
- Team environment with cross training
- Competitive salary
- Paid time off plus holidays

Electronic medical record systems experience preferred but not required.

Please email resumes to [jenniferw@brunswickfamilymedicine.com](mailto:jenniferw@brunswickfamilymedicine.com) & [amie@brunswickfamilymedicine.com](mailto:amie@brunswickfamilymedicine.com)



## **MEDICAL ASSISTANT (MA)**

Brunswick Family Medicine, an established, fast-paced, private family practice with locations in Southport, NC and Wilmington, NC is seeking a full-time **Medical Assistant (MA)**. At BFM, we believe in patient-centered health care with consistently successful clinical outcomes through preventative care, while staying abreast of the most up-to-date developments in family medicine in a team environment. We work hard and value each other.

- Monday through Friday
  - 8:00-5:30pm – Monday through Thursday
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Medical Assistant (MA) responsibilities include:

- Patient intake to include: vitals, symptoms, medical information, and other pertinent data;
- Administering medications and vaccinations;
- Collection samples and preparing specimens for courier;
- Simple wound care;
- Answer calls; reply to messages; execute triage within and appropriate for the scope of a CMA;
- Patient education;
- Referrals, prior authorizations, patient information and insurance documentation;
- Familiarity with EMR charting (Athena);
- Work well in a team environment.

Benefits:

- Locally owned and operated
- Understanding environment with an emphasis on quality of life
- Team environment with cross training
- Competitive salary
- Paid time off plus holidays

Please email resumes to [amie@brunswickfamilymedicine.com](mailto:amie@brunswickfamilymedicine.com).