

Brunswick Family Medicine, an established, independently owned, primary care practice in Southport, 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.

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:

- 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;
- Assist clinical staff in next day preparations;
- Electronic medical record systems experience preferred.

Benefits:

- Local owned and operated;
- Competitive pay;
- Paid time off plus holidays.