



**About Us:** Join our dedicated team where we provide exceptional care for our patients' foot and ankle health. Our four podiatry office locations are committed to creating a welcoming and supportive environment. We are seeking a friendly and organized medical assistant to be the first point of contact to our patients. This position is **not remote** and involves traveling between our four office locations.

**Job Description:** As a medical office receptionist, you will play a vital role in ensuring the smooth operation of our podiatry office. You will be responsible for greeting patients, managing appointments, and handling administrative tasks. Your warm and professional demeanor will help to create a positive experience for our patients.

**Key Responsibilities:**

- Greet patients and visitors with a friendly and welcoming attitude
- Manage patient check-in and check-out processes
- Schedule and confirm patient appointments
- Answer phone calls and respond to inquiries
- Maintain patient records and update information as needed
- Assist with filing and insurance verification
- Ensure patient care is in a clean and organized environment
- Provide administrative support to medical staff as needed

**Qualifications:**

- High school diploma or equivalent
- Previous experience in medical office or customer service role preferred
- Excellent communication and interpersonal skills
- Strong organizational and multitasking abilities
- Proficiency in using computer systems and an electronic medical record is a must
- Ability to maintain confidentiality and handle sensitive information
- Friendly and compassionate attitude, especially when working with patients

**Days/Hours:** Full time. 5 days a week. 40 hours a week. **This is not a remote position.**

**Pay:** Hourly wage negotiable based on experience

**Benefits:**

- No weekends
- Health insurance
- Holiday pay

**How to apply:** Interested candidates are invited to submit a resume via email. Our office manager will then be in contact with you to schedule an in-person interview. We look forward to you joining us in making a difference in the lives of our patients!

**Email:** [info@louisvillepodiatristoffice.com](mailto:info@louisvillepodiatristoffice.com)