



PREUSS
PODIATRY

Podiatric Physicians and Surgeons of the Foot and Ankle

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 radiologic technologist, you will play a vital role in ensuring the smooth operation of our podiatry office. You will be responsible for greeting and interacting with patients respectfully and obtaining foot and ankle x-rays. 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:

- Licensed by Kentucky Board of Medical Imaging and Radiation Therapy
- Licensed by Indiana Department of Health Division of Radiology and Weights & Measures
- Previous experience in medical office is preferred
- Excellent communication and interprofessional 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: 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