



Man-Tra-Con Corporation is working with a local employer to fill the following position:

Job Title: Front Office (EP-040522-01)

Location: Carterville, Illinois

Salary: \$15.50 per hour

Job Description

Employer in Carterville is seeking candidates for a Front Office position. This is a full-time position, working 8:00 a.m. to 4:30 p.m., Monday through Friday. Responsibilities include:

- Scheduling and documenting all patient interactions in the appropriate location within the practice management/EHR systems.
- Promptly and professionally answers, screens, and processes medical service requests and telephone inquiries with strict adherence to confidentiality policies.
- Accurately and efficiently checks patients in; checking insurance/Medicaid eligibility, collecting co-pays, updating all information into practice management system.
- Collects and enters patient intake information into the appropriate area of the practice management system with accurate information.
- Effectively schedules return appointments according to established protocols.

Mandatory Requirements

High School Diploma or equivalent is required with an additional two years of business-related experience preferred.

Preferred Requirements

Two years of experience in medical office or hospital setting is preferred with competencies in working within an electronic patient record, person-to-person customer service, and office related skills.

How to Apply

This employment opportunity is available at no cost to you! To apply, send your resume to EmilyPerks@mantracon.org

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