

Are you a skilled multitasker who thrives in a fast-paced environment? Are you passionate about delivering exceptional patient care? If so, Oregon Sleep Associates, a Forward Health company, has an exciting opportunity for you! We are a rapidly growing sleep medicine clinic, dedicated to improving the lives of our patients through innovative and personalized care. As a full-time Administrative Support Specialist, you will play a crucial role in ensuring the smooth operation of our clinic. Your friendly demeanor, exceptional organizational skills, and attention to detail will create a welcoming and efficient environment for patients and staff.

**Responsibilities:** Greet patients and visitors with a smile, demonstrating our commitment to outstanding customer service. Schedule and confirm appointments, ensuring accuracy in the scheduling system. Collect and update patient information, ensuring completeness and accuracy of records. Manage incoming calls, promptly address inquiries, and triage messages to the appropriate staff members. Accompany patients during medical visits, accurately taking and organizing medical notes. Verify insurance information in compliance with company procedures. Collaborate with medical staff to facilitate timely and effective patient care. Maintain cleanliness and organization of the reception area and waiting room. Contribute to a positive and collaborative work environment, working closely with other team members to meet clinic goals.

**Qualifications:** A high school diploma or equivalent, as well as certification in medical office administration or medical assistant, is a plus. Proven experience as a medical receptionist or in a similar role. Excellent customer service and interpersonal skills, with the ability to communicate effectively with diverse individuals. Strong attention to detail and ability to multitask in a fast-paced environment. Proficiency in using electronic medical records (EMR) systems and scheduling software. Knowledge of medical terminology, billing, and coding procedures is preferred. Ability to maintain confidentiality of patient information and adhere to HIPAA guidelines.

At Oregon Sleep Associates, we believe that our employees are our greatest asset. As a member of our team, you will have the opportunity to make a real difference in our patient's lives while contributing to our clinic's growth and success. Join us on this exciting journey as we continue to expand our reach and provide top-quality sleep medicine services. Apply now to join a team

dedicated to improving sleep health and overall well-being.Compensation details: 22-27 Hourly  
Wage