

Type of Opportunity: Other

Job Type: Full-time

City: Towson

State: MD

Details:

Employer: Chesapeake Natural Health Center. We are a Naturopathic Medical Center seeking a patient coordinator/receptionist for the front office. Must be friendly, health-minded, professional, have good communication skills and enjoy working with people. If you have a strong work ethic, are reliable, have a professional and positive attitude, and excellent customer service skills while paying close attention to details and can multi-task, please send cover letter and resume.

Responsibilities include answering calls, communicating messages between doctor and patients, scheduling, shipping/receiving products, inventory, EMR, invoicing, and receiving payment.

35 hrs/wk, Health Benefits, Vacations, Holidays, Employee Discounts, and No Travel.

Note: 4-year bachelor's degree and strong computer skills are required. Applicants will not be reviewed without a personalized cover letter.

First Name: Paul

Last Name: Faust ND

Telephone:

Email: cnhc.job@icloud.com