



SpineScottsdale Physical Therapy is now hiring for the following position:

Front Office Administrator

Job Title: Front Office Administrator
Location: 92nd St. and Shea Blvd.
Starting Pay: Commensurate with education and experience
Benefits: Comprehensive benefit package including: Medical/Dental/Vision

SpineScottsdale is an outpatient orthopedic physical therapy clinic in Scottsdale. The front office administrator position would be responsible for the following tasks:

Essential Functions and Basic Duties

- Responsible for performing and supervising the performance of all administrative duties associated with the daily operations of SpineScottsdale Physical Therapy.
- Supervises patient scheduling which includes insurance verification and authorization.
- Responsible for patient registration and collecting insurance payments.
- Implements and monitors all clinic policies and procedures.
- Ensures patient satisfaction.

Minimum Qualifications:

- Experience: No prior experience needed.
- Type at least 50 wpm
- Basic computer knowledge (PC), including Microsoft Word.
- Detail-oriented, Ability to multi-task, Friendly, Dedicated, Flexible
- Excellent customer service and communication skills

Contact:

- To request an interview, please fax or e-mail your resume to:
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