Front Desk Receptionist

Planned Parenthood Mid-Hudson Valley (PPMHV) is seeking a Front Desk person to join our team in our Kingston Health Center. This position assists PPMHV in the delivery of quality health care by performing non-medical functions which enable the agency to provide efficient, sensitive, quality medical services to clients and other members of the community in a team environment.  The primary responsibility is to ensure excellent customer service at all times and encourage client retention and satisfaction. The position is highly visible with extensive patient contact.

**Responsibilities Include:**   
\*Providing excellent customer service  
\*Answering phones & greeting patients  
\*Scheduling appointments  
\*Processing payments  
\*Processing patient information & filing  
\*Detail Orientated  
**Requirements:**

\*Bilingual preferred  
\*Front desk medical office/billing experience  
\*Prior customer service experience  
\*Experience using Electronic Medical records preferred

\*\*Approximately 37.5 hours per week. The days and hours listed below:

Monday – 8:00 am - 1:00 pm

Tuesday – 11:00 am - 7:30 pm

Wednesday – 8:30 am - 5:30 pm

Thursday – 11:00 am - 7:30 pm

Friday – 8:30 am - 5:00 pm

\*Must be flexible with hours/days, as the hours may change based on business needs.

\*\*\*No phone calls please\*\*\*

Please submit cover letter and resume to <jobs@ppmhv.org>

Planned Parenthood® Mid-Hudson Valley has served the people of Dutchess, Orange, Sullivan and Ulster counties for over 81 years.

PPMHV is an equal opportunity employer.

Women, people of color, and LGBTQ are encouraged to apply.