

Seeking a Dedicated Physical Therapy Receptionist

Join OrthoSport Hawaii's dynamic outpatient physical therapy clinic with locations in Niu Valley, Downtown, and Kaka'ako. We are currently hiring for multiple positions.

We're looking for friendly, organized individuals to be the first point of contact for our patients and manage essential administrative tasks.

Applicants with experience in customer service, insurance authorization, billing, or other relevant experience are encouraged to apply and will be considered at a wage commensurate with skills.

This position has potential for advancement, and we will train the right person.

This is not a medical assistant or CNA position.

Key Responsibilities:

- Warmly greet and check-in patients
- Maintain a clean and welcoming reception area
- Schedule, reschedule, and manage appointments
- Answer multi-line phone system and respond to patient inquiries
- Collect and log payments
- Collect and update patient information in our electronic health record system
- Verify insurance benefits and submit authorization requests
- Assist with general office duties as needed

Qualifications:

- High school diploma or equivalent required
- Excellent communication and customer service skills
- Proficiency in Microsoft Office and ability to learn new software quickly
- Ability to multitask and prioritize in a fast-paced environment
- Experience in a medical office setting is a plus
- Knowledge of medical terminology and insurance processes is a plus

We Offer:

- Opportunity for growth in a supportive team environment
- Competitive salary based on experience

If you're passionate about patient care and have strong organizational skills, we want to hear from you! Join our team and make a difference in our patients' recovery journeys.

To apply, please submit your resume and a brief cover letter detailing your relevant experience and why you're excited about this opportunity.

Job Types: Full-time, Part-time

Pay: \$18.00 - \$23.00 per hour

Benefits:

- 401(k) matching
- Continuing education credits
- Dental insurance
- Flexible schedule
- Flexible spending account
- Free parking
- Health insurance
- Paid time off
- Vision insurance

Schedule:

- Monday to Friday
- Weekends as needed

Education:

- High school or equivalent (Preferred)

Experience:

- Customer Service: 1 year (Preferred)

Ability to Relocate:

- Honolulu, HI 96821: Relocate before starting work (Required)

Work Location: In person