



**Interested in
Health Care and
Wellness?**

Ponte Vedra Wellness Center

Join Our Team!

Front Office Coordinator

This position requires a motivated, poised, mature, individual with personality plus who brings excellent interpersonal and communication skills and the ability to multi task between handling heavy phones, data entry, making appointments; and maintaining patient files.

Primary Job Responsibilities

- Prepare and submit correspondence for signature.
- Use office-specific software systems; input computer information relevant to patient visits and payments.
- Maintain office files.
- Schedule and confirm appointments; maintain appointment book.
- Enter therapeutic codes on insurance forms.
- Register new patients; create, maintain and track patient files and travel cards.
- Reconcile patient payments; collect fees and issue invoices.
- Counsel patients on Health Insurance Portability & Accountability Act.
- Collect and record patient insurance information.
- Greet patients and visitors.
- Answer telephones and route calls appropriately.
- Direct patients through their appointment.
- Use phone system. Photocopy records; fax patient information; and operate credit card terminal.
- Collect, open and post mail.
- Maintain orderly and neat office work and reception areas.

Job Qualifications

- Desired one year post-secondary education or comparable experience in chiropractic or medical office.
- Excellent interpersonal and communication skills.

To Apply – Complete the job application from our website (pontevedrawellnesscenter.com) and send via email to pwccareers@gmail.com. No phone calls please!