



skin wellness

DERMATOLOGY



FRONT DESK RECEPTIONIST JOB DESCRIPTION

Who We Are

At Skin Wellness Dermatology, we offer cutting-edge dermatology services and procedures that treat all of your skincare needs.

Our certified dermatologists will listen to your concerns and offer the individualized, high level of patient care you seek. We believe in making care accessible and affordable, and we will go out of our way to accommodate your visit.

Our Mission

Our mission is to provide comprehensive, state-of-the-art care in medical, surgical and cosmetic services in a warm, inviting, and innovative office environment.

“We believe that you deserve to love the skin you’re in; and that you should accept nothing less than having healthy skin, hair, and nails so you can feel and look your best every day.”

Who You Are

- You have a genuine heart for service.
- You are outgoing and people driven, caring and encouraging.
- You have a bright personality, love people and seek out ways to help others and build relationships.
- You desire for meaningful work. You're passionate about skin care, beauty, health and wellness and sharing that passion with others.
- Opportunities to learn new skills and try new things excite and motivate you.
- You believe that nothing well done is insignificant. You are humble and willing to learn.
- You're efficient, organized, disciplined, and able to complete tasks.
- You pay attention to details, use critical thinking skills, & have knack for problem solving.
- You work well in fast paced environments, can multi-task, and are calm under pressure.
- Strong listening skills & communication skills.
- You work well in a team, and aren't afraid to ask for help.
- You take extreme ownership and use good judgment.

A Day in the Life

Your mission is to consistently deliver elite customer service by ensuring every touch point, outside the treatment room, is beneficial, pleasant, uplifting and exceeds expectations.

- You will greet patients and visitors with a customer service mindset.
- Register patients in the practice management system or enter the information given verbally or occasionally on registered forms.
- You will confirm all appropriate paperwork and demographic information is correct.
- You will collect identification and insurance cards, then scan or copy those into our EHR system.
- You will collect appropriate co-pays or other monies required for services rendered.
- Throughout the day, you will schedule and create appointments for patients. This includes over the phone, in person and at check-out.
- Throughout the day you will be answering incoming calls, making outgoing calls, redirecting calls, checking voicemails and answering messages in our HIPAA compliant message system.
- Occasionally, you will receive packages to distribute, mail letters, make copies, send or receive medical records, send or receive referrals.
- Maintaining a clean and tidy front desk reception area, refreshment station and desk.

The Details

Job Type: Full-Time

Qualifications:

- High School Education or Equivalent (Preferred)
- Minimum 1 year work experience in customer service, retail, medical office, or similar role (Preferred)
- Computer Skills: 1 year (Preferred)

Hours:

Mon-Thurs 7:15-5:00

Fri 7:15-1:30

Working Location:

Homewood, AL

Birmingham, AL

*Interested in joining
our team?*

Visit www.skinwellness.com/careers and click “Apply Here” next to the position you’re applying for, then complete the application form.

www.skinwellness.com
[@skin.wellness.derm](https://www.instagram.com/skin.wellness.derm)