



# Practice Office Associate

Contact: NORTHWELL HEALTH

Email: [northwell\\_health@countyjobs.careers](mailto:northwell_health@countyjobs.careers)  
[https://al-clay.countybuyselltrade.com/jobs/practice-office-associate\\_new-hyde-park\\_65248](https://al-clay.countybuyselltrade.com/jobs/practice-office-associate_new-hyde-park_65248)

Address: **New Hyde Park**  
Price: **Check with seller**

**Details**  
**Apply**  
**Job Description**  
Performs diversified office-clerical duties including, but not limited to scheduling appointments; facilitating communications; preparing consultation charts; taking and prioritizing telephone calls; maintaining and documenting incoming reports, filing, receptionist duties, and light typing/data entry.  
**Responsibilities Include:**

- Schedules and confirms patient appointments and arrival. Performs other various receptionist duties and maintains reception area.
- Collects, verifies and records demographic, insurance and referral information.
- Collects, records and receipts outstanding money.
- Prepares patient charts.
- Maintains patient and correspondence transcription records. Collects, sorts, files, locates and distributes needed information, materials, records and paperwork.
- Proof reads transcribed correspondence.
- Operates related office equipment.
- Answers and processes overflow calls.
- Performs light typing duties such as various correspondence, reports, articles or data entry.
- May prepare and maintain various statistical data.
- Performs related duties, as required.

**Qualifications**



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