

Plano Orthopedic Medical Front Office Job Description

Plano Orthopedic is a fast-paced, 12 physician orthopedic practice that is looking for outstanding employees that encompass:

- Caring patient-skills
- Friendly demeanor
- Positive attitude with patients and staff,
- Team-oriented
- Great work ethic

This position also entails some knowledge of patient check-in, patient check-out and appointment scheduling. Computer skills, understanding medical insurance plans, detail-oriented and well-spoken communication skills is imperative to this position.

Plano Orthopedic offers employee medical benefits, paid holidays, paid time off, as well as a 401k plan.

A high school diploma or equivalent is required.

Our company focus is on outstanding patient care, but also acknowledges the importance of employee team camaraderie through company team activities and events.

*This job description is not meant to be all-inclusive.