

Medical Receptionist (Salem, OR)

Willamette Family Medical Center (WFMC) is seeking a **Bilingual Medical Receptionist with Electronic Medical Record (EHR)** experience. We are a non-profit medical office located on Lancaster Drive NE and aim to provide the highest quality healthcare services and education to all patients, regardless of language or financial barriers.

This position is **full-time** and job responsibilities will take place in the call center and reception departments. We are looking **for professional individuals who are outgoing and are comfortable working in a fast-paced team environment!**

Primary Duties and Responsibilities (other duties may be assigned):

1. Greet patients and answer phones with courtesy and professionalism
2. Screen calls, triage and document messages in the EHR (we use NextGen)
3. Schedule appointments and maintain patient records
4. Document and process medical insurance information

Minimum Job Requirements:

1. Must have **2 or more years of related experience** in a medical office or clinic
2. Experience using an EHR is highly recommended, but not required
3. Bilingual in Spanish and/or Russian

Knowledge, Skills and Abilities Required:

1. Ability to interact and communicate with people over the phone and in person – sometimes under stressful circumstances
2. Ability to work in a fast paced environment
3. Ability to organize and prioritize work assignments
4. Ability to pick up new information in a timely manner
5. Ability to communicate effectively both orally and in writing
6. Ability to manage multiple calendars and schedule appointments
7. Have strong analytical and problem solving skills
8. Have strong interpersonal skills

Location: Salem, OR

Compensation: Depending on Experience

Website: www.wfamilymed.org