



Job Posting

Community Physicians Group is an independent primary care group that is family oriented and patient focused with locations in AR and OK.

FRONT OFFICE-CASHIER

Educational Requirements:

- Minimum High School diploma or the equivalent
- ICD – 10 and CPT coding preferred, but not necessary

Primary Responsibilities:

May include but not limited to the following:

- Discuss billing and insurance issues with patients as necessary
- Balance cash drawer daily
- Schedule follow up appointments as necessary
- Collect and post payments to patient accounts
- This position may include lifting, standing, stooping.

Competencies -To perform the job successfully, an individual should demonstrate the following competencies:

Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully.

Customer Service - Manages difficult or emotional customer situations; Responds promptly to customer needs; Responds to requests for service and assistance.

Interpersonal Skills - Maintains confidentiality; Keeps emotions under control.

Oral Communication - Speaks clearly and persuasively in positive or negative situations; Respond well to questions.

Teamwork - Balances team and individual responsibilities; Contributes to building a positive team spirit.

Planning/Organizing - Uses time efficiently; Sets goals and objectives.

Quality - Demonstrates accuracy and thoroughness.

Attendance/Punctuality - Is consistently at work and on time.

Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions.

Secondary responsibilities:

Back up for all positions in the front office. Must be cross trained in all front office positions, including front desk receptionist.

Working knowledge of front desk operations, insurance changes, ability to fill in when needed. Working knowledge of scanning system, ICS, and ability to fill in when needed.

Other duties and responsibilities as directed by supervisor.

Interested applicants MUST apply online at www.cpgclinics.com under CAREERS.

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