

The logo for CPG (Community Practice Group) features the letters 'CPG' in white on a blue square background, with a green graphic of rolling hills below it.

Locust Grove Family Physicians

Reports to: Practice Manager

Educational Requirements: Minimum High School diploma or the equivalent.

Position: Front Office/ Receptionist

Duties include:

Checking in / Checking out patients for a busy clinic

Verifying insurance eligibility

Collecting copays and past due balances

Answering multi-line phones

Efficient appointment scheduling

Back up for all positions in the front office (cashier, operator)

Other duties and responsibilities as directed by supervisor

Medical terminology a plus, but not

Will include but not limited to: additional lifting, stooping, bending, standing, and ability to climb stairs.

Please send resume to dtimmons@cpgclinics.com, or fill out the application in office.

(918)479-8060