



Family Medical Center

Grove, OK

Job Posting

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

Job Title: Front Office Staff

Educational Requirements:

- Knowledge of Basic Medical Terminology
- Proven previous job history
- Basic Computer skills
- Experience with Electronic Medical Record preferred (eCW a plus)

Primary Responsibilities:

May include but not limited to the following:

- Answer telephones
- Patient scheduling
- Assist with referrals
- Patient check in/check out
- Insurance verification
- Other job duties as instructed by the supervisor
- Ability to adapt to change
- This position may include lifting, standing, stooping.

Benefits include:

- Holiday Pay
- Bereavement Leave
- Jury Duty Leave
- Paid Time Off
- Paid Birthday
- FMLA
- 401 K and Profit Sharing
- Medical, Dental, Vision, Life, Disability, Accidental, Cancer, and Medical Bridge Insurance

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

Contact: Genevieve Goza at (918) 786-8448 or ggoza@cpgclinics.com

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