



KidsLink
Neurobehavioral Center

Evening Front Desk Associate

KidsLink Neurobehavioral Center, located in Streetsboro, Ohio is currently hiring for a **Part Time Evening Front Desk Associate**.

Responsibilities include:

- Checking clients in for appointments and collecting payments
- Scheduling and cancelling in-person and virtual appointments
- Making reminder calls to clients
- Faxing documents upon request
- Preparing letters and mailers
- Sorting mail upon delivery and preparing outgoing mail
- Copying patient records and uploading documents into medical software system
- Preparing Health Insurance Claim Forms
- Filing
- Scoring of test assessments
- Maintaining the supply room and keeping office equipment well stocked
- Entering Credit Card expenses and keeping Vendor W9's up to date for Accounts Payable
- Creating Billing sheets for Accounts Receivable
- Locking the building after the last appointment leaves
- Completing additional projects upon request

Required Skills:

- Proficient in Microsoft Word and Excel with a knowledge of Quickbooks and Kareo (or other medical scheduling software) a plus!
- Excellent verbal and written communication
- Outgoing professional demeanor
- Customer service oriented
- Detail oriented
- Ability to problem solve and multi task

Job Type: Part-Time

Schedule:

- Monday – Thursday 4pm-8pm, Friday 4pm-6pm (18 hours per week)
- Some flexible Saturdays and additional weekday hours possible

Please send resume to careers@kidslinkohio.com. NO PHONE CALLS PLEASE.