



# EPIC

••• READY SET LEARN

**DESIRE.  
INSPIRE.  
GO HIGHER.**

## MEDICAL RECEPTIONIST

I perform many secretarial duties using specific knowledge of medical terminology and hospital, clinic, or laboratory procedures. I also schedule appointments, bill patients, and compile and record medical charts, reports, and correspondence.

### **THESE ARE THE THINGS I DO ON A DAILY BASIS:**

- Answer telephones and direct calls to appropriate staff
- Schedule and confirm patient diagnostic appointments, surgeries, or medical consultations
- Operate office equipment, such as voice mail messaging systems, and use word processing, spreadsheet, or other software applications to prepare reports, invoices, financial statements, letters, case histories, or medical records
- Maintain medical records, technical library, or correspondence files. Greet visitors, ascertain purpose of visit, and direct them to appropriate staff.



### **Why this job is a good fit?**

- ▶ Provide support and service to others
- ▶ Working conditions
- ▶ Work value

### **Tools I use**

- ▶ Computers
- ▶ Intercom Systems
- ▶ Readers and Encoders
- ▶ Accounting/ Database Software
- ▶ eMail
- ▶ Word Processing/ Medical Software



*Resources: This and other Career Data Sheets available on [www.epicworkforce.net](http://www.epicworkforce.net). Information may vary by job and should be verified before pursuing a position. Other related information is available at [onetonline.org](http://onetonline.org), [careeronestop.org](http://careeronestop.org), [jobcenter.usa.gov](http://jobcenter.usa.gov), and [www.bls.gov/ooh/](http://www.bls.gov/ooh/).*

# DESIRE.

Learn more at:

[www.epicworkforce.net/](http://www.epicworkforce.net/)

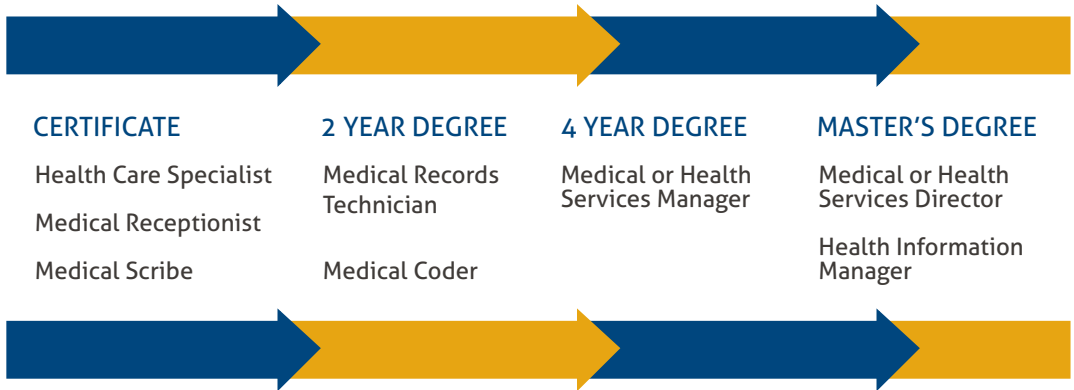
## Why I enjoy my job as a Medical Receptionist:

- ▶ I work with co-workers in a friendly non-competitive environment.
- ▶ I work where management stands behind employees.
- ▶ I can work on my own and make decisions.

## IMPORTANT SKILLS AND ABILITIES FOR THE JOB:

- ▶ Clerical
- ▶ English Language
- ▶ Computers and Electronics
- ▶ Reading Comprehension
- ▶ Active Listening
- ▶ Customer/Personal Service
- ▶ Writing/Speaking
- ▶ Critical Thinking

# INSPIRE.



# GO HIGHER.

## CREDENTIALS OFFERED:

Check for credential specifics at your KCTCS Home College!!

### CERTIFICATES

ELECTRONIC HEALTH RECORDS | MEDICAL CODING | HOSPITAL ADMISSIONS  
MEDICAL SCRIBE | HEALTH CARE SPECIALIST | **MEDICAL RECEPTIONIST**

### DEGREES

ELECTRONIC MEDICAL RECORDS | MEDICAL CODING

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