



**POSITIONS AVAILABLE: 1 Front Desk Receptionist, Moscow location
1 Front Desk Receptionist, Pullman location**

START DATE: May 1st, 2025

SCHEDULE: Full Time, Monday – Friday

Inland Orthopaedic Surgery and Sports Medicine Clinic, PLLC is proud to be the Palouse's most established orthopaedic practice delivering quality orthopaedic and sports medicine care. Our physicians and team members provide exceptional patient-centered care for a better overall experience for patients of all ages. This is a fast paced medical clinic and we are looking for friendly person to be the first point of contact for our patients. At least 1 year of professional experience is preferred.

Preferred qualifications include, but are not limited to:

- Strong organization and multitasking skills
- Knowledge of medical terminology
- Ability to perform detailed work in a timely manner with accuracy and thoroughness
- Excellent communication skills and ability to work cooperatively with people
- Professional demeanor and pleasant, friendly tone of voice

Primary job responsibilities include, but are not limited to:

- Answer multiple line phones
- Schedule appointments
- Greet patients and ensure a smooth flow of operation during clinic
- Check patients in and out
- Review patient paperwork and consents to ensure all documentation has been received and completed correctly
- Receive faxes and mail, and distribute accordingly
- Prepare charts for upcoming patient visits
- Enter and update patient registration information
- Obtain insurance referrals for visits
- Assist with incoming referral review and disbursement
- Filing, faxing, copying and a multitude of other office tasks pertinent to specialty medical practice
- Disinfect office and lobby with other employees
- Assist various departments with special projects as needed

To apply, please submit your resume and cover letter. Competitive pay with generous benefit package is offered. Applications will continue to be accepted until position has been filled.

Job Type: Full-time

Starting Pay: \$21.00 per hour, DOE

Inland Orthopaedic Surgery is a drug-free, alcohol-free, and smoke-free workplace. If offered employment, passage of background screen and pre-employment drug screen is required.