

Practice Assistant

Dermatology Consultants at Newton-Wellesley, a well-respected two physician dermatology practice located on the Newton-Wellesley Hospital campus, seeks an experienced Practice Assistant (Front office staff) to join our caring, professional team. Initial responsibilities include, but are not limited to, welcoming patients to the practice with a smile, scheduling appointments, answering phone calls, responding to messages in a timely manner, preparing medical reconciliation lists, appointment confirmation calls and coordinating referrals and prior authorizations with insurance companies. The ideal candidate has a minimum of 1-2 years directly related experience. The candidate should enjoy working with patients, should be an effective communicator, and will need to be organized, efficient, and attentive to detail. This is a small office, and over time this position may also involve learning medical assistant duties including assisting patients into rooms, obtaining medical history, room and equipment cleanup, stocking, supplies, and other related duties. Highly competitive compensation and benefits offered.