

Medical Receptionist

Campbellsville, KY

Lebanon, KY

Job Type: Full-time

Pay: Up to \$18.00 per hour

Expected hours: 4x10 schedule (10-hour shifts), Monday to Friday, no weekends.

Work Type: In Person

About Us

One Cross Health Clinic is dedicated to providing high-quality healthcare services to our community. We are committed to continuous improvement, teamwork, and delivering an exceptional experience for both patients and staff. Our new location in Campbellsville, KY is expanding, and we are looking for motivated individuals to join our growing team.

Position Summary

We are seeking a friendly, organized, and professional Medical Office Receptionist. This role serves as a point of contact for patients and visitors, providing administrative support while ensuring a welcoming and efficient experience. The ideal candidate has experience in administrative tasks, strong customer service skills, and the ability to multitask in a fast-paced clinical environment.

Key Responsibilities

- Greet and welcome guests as they arrive at the clinic.
- Accept and verify patient insurance information.
- Direct visitors to the appropriate person or office.
- Answer, screen, and forward incoming phone calls.
- Maintain a tidy and presentable reception area, including necessary materials and forms.
- Provide accurate information in-person, by phone, and via email.
- Receive, sort, and distribute daily mail and deliveries.
- Perform general clerical duties, including filing, photocopying, faxing, and transcribing.
- Ensure compliance with One Cross policies and procedures and maintain a safe, secure, and healthy work environment.

Qualifications

- High school diploma or GED required; additional certification in Office Management is a plus.
- Proven work experience as a Receptionist, Front Office Representative, or similar administrative role.



- Hands-on experience with office equipment such as fax machines, printers, and telecommunication systems.
- Solid written and verbal communication skills.
- Excellent organizational, multitasking, and time-management abilities.
- Professional attitude and appearance with a strong customer service orientation.
- Ability to be proactive, resourceful, and adaptable to changing priorities.