



COME JOIN

TO THE CORE Physical Therapy & Conditioning

Position: Front Desk Assistant

Location: Towson, MD

Employment Type: Part-time or Full-time

Compensation: \$14-\$18 per hour

A Little About Us:

TO THE CORE is an outpatient physical therapy clinic. TO THE CORE is growing into the premier women's health-centered physical therapy clinic in Baltimore addressing all needs specific to women including neck and back pain, orthopedic care, pelvic floor rehab, and issues specific to female athletes across the lifespan. TO THE CORE includes a group of thought-driven and ambitious women. We work hard and collaborate together to get patients better.

We are seeking a professional, part-time or full-time Medical Receptionist for our physical therapy office located in Towson, MD. The hours are Monday – Friday 9:00-5:30.

Medical Receptionist Responsibilities:

- Greet our patients and direct the flow of the clinic including the waiting area, clinic/gym area, and studio.
- Answer phone calls and schedule and/or change appointments as needed and take messages as needed.
- Schedule evaluations and follow-up appointments.
- Contact patients on wait list to schedule as appropriate.
- Coordinate any schedule changes with therapists as needed.
- Enter patient demographics and insurance information into the system.
- Collect copays and past balances at time of check-in and complete daily log of patients.
- Perform other office duties as assigned by the Director.

Qualifications:

- Strong communication skills
- Computer proficiency
- Medical front desk and/or customer sales experience preferred

Questions or Interest...Contact Us Today

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