

## **Bakersfield Pediatrics Job Posting- Receptionist/ Operator**

### **Responsibilities:**

- Checks patients in and out
- Verifies insurance
- Collects co-pays and account balances
- Balances cash drawer
- Answers multiple line telephones
- Confirms appointments
- Has strong customer service skills
- Bilingual in Spanish is a distinct advantage
- 3+ years' experience is a distinct advantage
- NextGen experience, preferred