



Interested candidates should email a cover letter and resume to:

[HR@SRAIMAGING.COM](mailto:HR@SRAIMAGING.COM)



## ABOUT THE JOB...

**Position** Medical Receptionist

**Reports To** Office Manager

**Location** 3040 Amsdell Road, Hamburg, NY 14075  
3050 Orchard Park Road, West Seneca, NY 14224

**Work Hours** Typically Dayshift , Mon – Fri; occasional evenings and Saturdays as required

## ABOUT OUR CULTURE...

At Southtowns Radiology, we are laser focused on offering our patients and referring providers an exceptional experience. As a partner in healthcare, we strive to provide personal support from the moment a call comes to our office, to a patient walking in the door for an appointment, to gentle guidance through a procedure, to providing prompt results read by our expert radiology team.

**Each position in our practice is critical to this approach.**

When you join Southtowns Radiology, you can expect to find a supportive team environment where growth and continued learning are fostered. You can expect that hard work and dedication will be rewarded with generous PTO, company supported health plans, practice-facilitated community activities, and room for advancement.

## IN THIS ROLE...

You will be the first in-person interaction with our practice for many patients. You may also field calls from referring physician offices. You will greet patients and visitors when they arrive, process co-pays, answer questions, maintain a clean and presentable waiting room, and be responsible for basic clerical tasks, including faxes, mail, scanning and filing, etc..

**An exceptional customer-service mindset is essential.** Medical office experience is preferred, but not required, and we will train a candidate who shows interest in learning.

You will be successful if you are highly organized, enjoy helping people, are welcoming and courteous, and are able to move between tasks quickly and efficiently.

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