

Job Opening Clinic Receptionist

- * Full Time
- * Salary Negotiable
- * Duties include: scheduling appointments, maintaining medical records, billing and coding information for insurance purposes.
- * Organize and prioritize workload, good communication skills, caring towards patients, basic book-keeping, answering phones, collect co-pays.
- * Must know basic computer skills, and how to operate basic office machines.

Contact HR @ 406-266-3186

For more info or to submit online application, **visit**

www.broadwaterhealthcenter.com



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Townsend, Montana**

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