

## EMPLOYER INFORMATION

### COMPANY NAME

Community Council of Idaho  
315 Happy Day Blvd, Caldwell Idaho  
Job site: Idaho Falls, Blackfoot, and Rigby  
(208) 454-1652

### EMPLOYMENT OPPORTUNITY CONTACT PERSON

Email Betty Soliz at [vsoliz@ccimail.org](mailto:vsoliz@ccimail.org)

## POSITION INFORMATION

### POSITION NAME

MEDICAL RECEPTIONIST (Community Family Clinic) Idaho Falls

Schedule patient appointments

Check-in patients in a positive and friendly manner.

Ensure that patients do not wait more than 10 to 15 minutes past the scheduled time of appointment.

Collect insurance information, co-pays, payments toward balances, and payments toward deductibles.

Issue payment receipts for patients.

Assist counselors, doctors, and physician assistants as needed (making phone calls, pulling charts, checking Healthy Connections statuses of patients)

After business hours: log off computers, lock doors, and turn off radio and lights.

Work collaboratively and demonstrate effective communication skills.

Demonstrate awareness and sensitivity to cultural issues and community practices of children and families of CC Idaho's client base.

Ability to multi-task, manage time, meet deadlines, and remain calm and professional under pressure.

Maintain standards of confidentiality of CC Idaho clients and records

Maintain strict confidentiality and compliance with HIPAA standards and other grant requirements.

Perform all work duties and activities in compliance with CC Idaho, Joint Commission, OSHA and HIPAA regulations.

### MINIMUM QUALIFICATIONS

High School Diploma or GED

Ability to read, speak, and write in both English/Spanish in a business setting.

One-year clerical experience

Current driver's license and proof of auto insurance

Must pass a background check.

Ability to operate standard office equipment and be proficient in Microsoft Office applications.

Evidence of no communicable disease

Preferred

Three years' clerical experience

Current First Aid and CPR certification

Experience with Electronic Medical Records (EMR) AND Practice Management Systems

**SALARY/ WAGE RANGE**

\$15.50/hour

**EMPLOYMENT TYPE**

Full-Time

**CLOSING DATE**

08/28/2026

**APPLICATION INFORMATION**

**APPLICATION INSTRUCTIONS**

Click the following link:

<https://www.paycomonline.net/v4/ats/web.php/portal/2320EFF4A67F4483446063C86F25938E/jobs/196356>

**ADDITIONAL INFORMATION**

None