

EMPLOYER INFORMATION

COMPANY NAME

Community Council of Idaho
2100 Alan St. Suite 2, Idaho Falls
(208) 252-2083

EMPLOYMENT OPPORTUNITY CONTACT PERSON

Email Betty Soliz at vsoliz@ccimail.org

POSITION INFORMATION

POSITION NAME

Lead Medical Receptionist

The Lead Medical Receptionist is responsible for overseeing daily front desk operations and ensuring patients receive professional, friendly, and efficient service in a clinic environment. The position provides leadership and support to front office staff through training, mentoring, and coordination of clinic activities while helping achieve goals related to patient access, wait times, and patient satisfaction. Key duties include scheduling appointments, checking in patients, collecting insurance and payment information, assisting providers with administrative tasks, and resolving front office issues. The role requires maintaining strict confidentiality and compliance with HIPAA, OSHA, Joint Commission, and organizational standards. Candidates must be bilingual in English and Spanish, have at least three years of medical receptionist experience, and be proficient with office software and medical record systems. This position is ideal for an organized, customer-focused professional who can multitask, lead a team, and thrive in a fast-paced healthcare setting.

MINIMUM QUALIFICATIONS

Qualifications Required

- High School Diploma or GED
- Ability to read, speak, and write in both English/Spanish in a business setting
- Three-years of medical receptionist 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
- Basic knowledge of Electronic Medical Records (EMR), Patient-Centered Medical Home (PCMH), and Uniform Data System (UDS)

Preferred

- Associates degree
- 5 years' experience in front desk operations
- Current First Aid and CPR certification
- Basic knowledge of Medicare

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SALARY/ WAGE RANGE

\$16.50/ hour

EMPLOYMENT TYPE

Full-Time

CLOSING DATE

08/31/2026

APPLICATION INFORMATION

APPLICATION INSTRUCTIONS

Click the following link:

<https://www.paycomonline.net/v4/ats/web.php/portal/2320EFF4A67F4483446063C86F25938E/jobs/205494>

ADDITIONAL INFORMATION

None