

EMPLOYER INFORMATION

COMPANY NAME

Community Council of Idaho
315 Happy Day Blvd, Caldwell Idaho
Job site: Idaho Falls
(208) 453-3027

EMPLOYMENT OPPORTUNITY CONTACT PERSON

Email Betty Soliz at vsoliz@ccimail.org

POSITION INFORMATION

POSITION NAME

MEDICAL RECEPTIONIST (Community Family Clinic) Idaho Falls

Status: Non-Exempt / HOURLY Regular Full Time Reports to: Lead Medical Receptionist
Benefits: Medical, Dental, Vision, 401K, Vacation, Paid Holidays

Summary: The CLINIC - Medical Receptionist position serves as the first point of contact for patients, scheduling appointments, checking in patients, processing payments, and providing excellent customer service in a clinic setting. The role supports healthcare providers with administrative tasks, maintains patient confidentiality, and ensures compliance with HIPAA and other healthcare regulations. Candidates must be bilingual in English and Spanish, have clerical experience, and be able to work efficiently in a fast-paced environment.

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

09/28/2026

APPLICATION INFORMATION

APPLICATION INSTRUCTIONS

Click the following link:

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

ADDITIONAL INFORMATION

Please complete the application online. Application will need to be signed. (Last page of application) Any correspondence will be sent via email. Please check junk messages.