

<b>Job Title</b>	Medical Receptionist
<b>Employer/ Agency</b>	Houston Area Community Services, Inc.
<b>Job Description</b>	Work in a Federally Qualified Health Center. This position is one of the most important functions in the health care delivery system and the first point where contact is made personally or by telephone. The person will receive the patient and direct them to the services needed. Making appointments and making preliminary assessment category of payment for patients are essential before provider can see them.
<b>Qualifications</b>	High school graduate/GED. Formal training from a vocational school in lieu of the above. One year of medical experience from a similar setting preferred. Ability to relate to patients, through familiarity with medical terminology and triage procedure. Must believe in health care with dignity for all. Ability to communicate with people and understand their problems. Bilingual in English/Spanish preferred.
<b>Salary/Hours</b>	DOE
<b>Employer/Agency</b>	Houston Area Community Services, Inc.
<b>Address</b>	2150 West 18 <sup>th</sup> Street, Suite 300
<b>City, State, Zip</b>	Houston, TX 77008
<b>Contact Person</b>	Andrea Richards
<b>Contact Title</b>	Human Resources Manager
<b>Telephone Number</b>	No Phone Calls Please
<b>Fax Number</b>	713-979-3651
<b>Email Address</b>	<a href="mailto:arichards@hacstxs.org">arichards@hacstxs.org</a>
<b>Application Method</b>	Employment Application Forms can be obtained from our website or HACS' Administration Office. Please include the Job Posting Number listed above when submitting your completed Employment Application. Also complete a background check form, education verification forms, professional reference check forms, and employment verification forms, which, are also on our website. Resumes are required but will not be accepted in lieu of HACS' Employment Application Form. You may submit your completed application and other required forms by faxing, scanning and e-mailing, mailing, or delivering your information to: Houston Area Community Services, Inc. Attn: Andrea Richards, Human Resources Manager 2150 West 18th Street, Suite 300 Houston, TX 77008 For more information email <a href="mailto:arichards@hacstxs.org">arichards@hacstxs.org</a> No phone calls please. Website: <a href="http://www.hacstxs.org">www.hacstxs.org</a> Fax: 713-979-3651
<b>Opening Date</b>	Immediately

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