

## **Receptionist, Full-time**

Growing medical practice looking for experienced receptionist.

Duties include greeting patients, verifying patient data, obtaining referrals/waivers, collecting payments, and other related duties. Must have one year of medical reception experience, ability to work at a fast pace, and excellent communication and computer skills.

Send resume to Human Resources: by mail to New England Orthopedic Surgeons, Inc., 300 Birnie Avenue, Suite 201, Springfield, MA 01107; or by fax to 413-846-4756.

[humanresources@neortho.com](mailto:humanresources@neortho.com)