

Medical Receptionist

Sonoma Valley Community Health Center is seeking a full time bilingual (English/Spanish) receptionist with medical office experience to support a fast paced front office.

Some of the duties of this position include; receive and process patients, use electronic health/practice management software, schedule patient appointments, collect payment, answer phones, and inform patients about services and programs.

Successful candidate will be bilingual (English/Spanish), have a high school diploma or equivalency, one year clerical experience in a medical office, knowledge of medical terminology, and excellent customer service skills. Experience with electronic health records preferred.

If you're interested in this opportunity, please submit resume and cover letter.

Sonoma Valley Community Health Center is a non-profit 501(c) (3), free-standing primary health care center. Our Health Center provides medical care and preventative services to people of all ages: newborns, children, teenagers, childbearing women, adults and the elderly. We are the only "safety net" provider serving the residents of the Sonoma Valley and the only primary care provider in Sonoma Valley currently accepting Medi-Cal and uninsured patients.