

Medical Front Desk Receptionist

NYBRA Plastic Surgery, a cutting-edge plastic surgery practice, is seeking a talented, well-rounded, customer service-oriented individual for the position of **Medical Front Desk Receptionist**. Our award winning, board-certified plastic surgeons, and highly trained staff members, are among the best in the plastic surgery industry. We are passionate about creating a one-of-a-kind patient experience and are eager to find individuals whose focus is creating that special experience with every patient encounter.

Our practice is built on compassion and care and we are looking for the best of the best to join our team. The ideal candidate will have excellent customer service skills, demonstrate a positive attitude, works well with others and is organized and able to multi-task efficiently.

ESSENTIAL DUTIES:

- Greet patients upon arrival
- Answer phone calls in a professional manner and route calls appropriately
- Check patients In/Out
- Update patient demographics & insurance information
- Scheduling and maintaining patient appointments
- Perform other duties as assigned
- Assist surgical coordination team as needed

QUALIFICATIONS/REQUIREMENTS

- Disability Form Completion & Pre Authorization experience a plus.
- COVID-19 Vaccinations required

BENEFITS

- (401)K
- Health insurance
- Paid time off

SCHEDULE

- Monday to Friday

WORK LOCATION

- One location

WORK REMOTELY

- No

HOW TO APPLY

Please send cover letter and resume to careers@nybra.com.

[NYBRA Plastic Surgery](#) is a leading plastic surgery practice focused on surgical excellence in breast reconstruction, aesthetic surgery, and patient care. Located in Great Neck, New York, NYBRA has satellite facilities in Commack and Manhattan. Drs. Randall Feingold, Ron Israeli, Peter Korn, David Light and Jonathan Bank have decades of experience in microsurgery with a range of specialties and focuses. Our commitment is to the physical and emotional well-being of our patients through their journey and we are with them every step of the way. Visit [NYBRA.COM](#) for information about our services and a complete guide to our practice, and patient community.