

Compass Clinical Associates, PLLC has an immediate opening for a full-time, entry level Receptionist/Administrative Assistant. This person will be our front line connection to our clientele.

You will be responsible for general office work including: greeting and assisting clients, vendors and outside personnel, answering multi-line phones, scheduling appointments, collecting and entering client demographic and insurance information including verification of active insurance policy via website, maintaining client records, collection of payments and provide excellent customer service.

We are seeking a candidate who is extremely comfortable working in a fast pace mental health office. The position requires a highly professional individual, with excellent communication skills and the ability to work independently as well as part of a team.

Skills Required:

- Excellent Customer Service
- Ability to maintain appropriate and professional client/staff relationships
- Excellent interpersonal and communication skills
- Knowledge of Microsoft Office Products
- Reliable
- Excellent Data Entry skills
- Strong organizational and time management skills
- Attention to detail
- Ability to multi-task
- Ability to answer minimal billing questions
- Ability to work in a team environment and be self-motivated
- Maintain patient confidentiality
- Professional appearance

If you feel that you would be a good candidate for this position please send a cover letter and resume to Hannah Smith: [HERE](#)

Compass Clinical Associates, PLLC
2500 82nd Place
Urbandale, IA 50322