



Nevada Urban Indians, Inc.

(775) 788-7600

[Nevadaurbanindians.org](http://Nevadaurbanindians.org)

The **Medical Receptionist** is responsible for the coordination of the front desk reception area. Performs basic clerical services and provides administrative support.

**Duties:**

- Answer multi-line telephone system, copier/scanner usage, general reception desk duties.
- Greet patients.
- Data Entry.
- Money handling.
- Appointment scheduling.
- Insurance verification.

**Qualification:**

- Must be 18+ years of age
- High school diploma or equivalent
- Minimum 1 year customer service
- CPR card
- Bi-Lingual (Spanish) preferred

Nevada urban Indians, Inc. is an equal opportunity employer and encourages all qualified applicants to contact the agency about employment opportunities. Indian hiring preferences may apply to some positions dependent upon funding agency. (i.e. Bureau of Indian Affairs, Title V and Indian Health Services funded positions).