



FCS Medical Corporation

Career Opportunities

Family Care Specialists (FCS) Medical Group is a large medical group with multiple offices. The group provides quality, compassionate and culturally responsive medical care, and is dedicated to improving community health and education of family Physicians.

A comprehensive benefits package is offered, which includes:
Medical, Dental Vision and 401K
Equal Opportunity Employer

Front Office Receptionist

November 2020

Immediate opening for an experienced Front Office Receptionist

The Receptionist will be responsible for being an active member of the health care team in assisting physicians with patient care, clerical, environmental and organizational tasks. Primary responsibilities will be medical office receptionist. Duties include answering phones, operating an electronic medical records system to scheduling appointments, checking eligibility and verification of patient information.

The Receptionist will carry-out his/her duties by adhering to highest standards of ethical and moral conduct, acts in the best interest of FCS, and fully supports the mission, vision and values of FCS. The Receptionist will have knowledge of health care systems, and have demonstrated ability to interact, relate to, work with, and support the activities of a diverse workforce.

Requirements

Knowledge of healthcare systems

Ability to interact, relate to, work with and support the activities of a diverse workforce

Excellent Communication skills, written and verbal

High School Diploma or GED

Bilingual in English and Spanish Preferred

If you are a Family Care Specialists Employee and wish to know more about this position or apply, please call the Human Resources Department.

In the event that a candidate hired to work with FCS was referred by a current FCS employee, the referring employee may qualify to receive an Employee Referral Bonus.

Please fax resumes to (323) 254-2158 or email to HRDept@fcsmg.com