

# Come Join Our Growing Team at Premier Physical Therapy and Sports Performance!

## Premier PT Announces Openings for Front Office Positions in Middletown and Milford, Delaware.

Our goal is to be the regional leader in clinical excellence providing the best outcomes for our patients. Our outstanding staff drives that mission! **Premier Physical Therapy and Sports Performance** is looking for outgoing customer service oriented people who enjoy serving the public. As the first point of contact with our company, the front office staff sets the tone for the patient's experience. We currently have openings for full-time positions in our Middletown, and soon to open, Milford offices.

### Employment at Premier Offers:

- ➔ Competitive Pay Rate
- ➔ Highly Competitive Benefits Package
  - Including Health Insurance, Dental Insurance, Vision Insurance, Paid Time Off, 401(k) Retirement Plan, Disability Insurance, Life Insurance, and an Employee Discount Program

### Job Duties Include (but not limited to):

- ➔ Front Desk Reception/Patient Intake
- ➔ Patient Scheduling
- ➔ Data Entry into Electronic Medical Record (EMR)
- ➔ Insurance Authorization and Verifications
- ➔ Patient Document Management (scanning and attaching documents into EMR)
- ➔ Over the Counter Payment Processing

### Job Requirements:

- ➔ One Year of Experience as a Medical Receptionist
- ➔ Excellent Verbal Communications Skills
- ➔ Proficient in Word and Excel Programs
- ➔ Experience with Electronic Medical Records is Preferred
- ➔ Flexible with Work Hours
- ➔ Attention to Detail
- ➔ Good Time Manager
- ➔ Well Organized

**Join our team at Premier Physical Therapy and Sports Performance!**

**Please send your resume and cover letter to:**

[careers@premierptsp.com](mailto:careers@premierptsp.com)

Inquire Today!  
Come Join the  
Leader of Clinical  
Excellence in  
Delaware...  
Premier Physical  
Therapy  
and Sports  
Performance!



Wilmington

Middletown

Smyrna

Dover

Milford (Spring 2018)

Lewes

[www.premierptsp.com](http://www.premierptsp.com)