

Free Medical Receptionist Duties

CHECKLIST

Medical Secretary Task Checklist

Name	Company	Position	Address
[your name]	[your company name]	Receptionist	[your company address]

Patient Interaction

- ☐ Welcoming Patients: Greet patients promptly and warmly upon their arrival at the front desk.
- ☐ Customer Service Excellence: Provide exceptional customer service, focusing on patient satisfaction and comfort.
- ☐ Support and Guidance: Offer assistance to patients with inquiries or concerns regarding their healthcare, ensuring clarity and understanding.
- ☐ Confidentiality Maintenance: Uphold strict confidentiality in all patient interactions, adhering to HIPAA guidelines.

Orientation Manual Medical Receptionist

**Brigitte Niedzwiecki, Julie Pepper, P.
Ann Weaver**



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