# 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**

Mary E. Kinn

#### **Orientation Manual Medical Receptionist:**

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