

## Admitting Receptionist (ASC) (Full-time)

Location: Anderson

### Why Join CIO?

Central Indiana Orthopedics has been proud to serve central Indiana for over 70 years. With offices in Muncie, Anderson, Marion and Fishers, CIO strives to be a trusted and preferred provider of orthopedic healthcare services for the communities we serve. Providing excellent orthopedic care while treating all people with dignity and respect is the core of who we are and what we do on a daily basis.

Employees enjoy a team environment with a focus on balancing their commitment to work life and home life. Additionally, eligible employees have access to excellent benefits which include:

- Consistent work schedules with no nights, weekends or major holidays
- Accrued paid time off
- Health, Dental and Vision insurance plans
- Company-provided life and long-term disability insurance
- A robust 401k retirement and profit sharing plan

### What You Will Do?

The Admitting Receptionist is responsible for the admission of patients to and from the facility. This individual is the first point of contact for patients and visitors entering the facility and is responsible receiving visitors and patients in a pleasant and helpful manner. Individuals in this role are responsible for managing and maintaining patient medical records relates to the surgery center.

- Greet patients and visitors in a prompt, courteous and helpful manner.
- Check in and register patients, verify and update necessary information accurately and efficiently in the appropriate record.
- Affix identification bracelet on patient and notify appropriate area of patient's arrival promptly.
- Review and update patient charts and records accurately and efficiently.
- Answer telephone pleasantly and graciously, screening calls, taking messages, and providing information.

### What You Will Need:

#### QUALIFICATIONS AND EDUCATION REQUIREMENTS

MINIMUM OF HIGH SCHOOL DIPLOMA OR GED REQUIRED. EXPERIENCE MANAGING AND PROCESSING MEDICAL RECORDS REQUIRED.

This position is tied to the St. Vincent Surgery Center, therefore a Covid vaccination is required to comply with their policy.

Interested in joining our team? Please visit our [Careers portal](#) and create an account to submit your resume and information. If you have any questions, please contact [hr@ciocenter.com](mailto:hr@ciocenter.com).