



Orchard Family Medicine
2712 Orchard Drive, Suite B
Cedar Falls, Iowa 50613

Office: 319-242-6871
Fax: 319-242-6881
OrchardFamilyMed.com

Orchard Family Medicine is looking for a part-time receptionist with some medical background. Job duties would include answering phones, scheduling appointments, data entry, collecting payments, and looking up and verifying insurances.

Knowledge of MS word, Outlook and Excel spreadsheets is a must. Knowledge of medical terminology and medication names is a plus.

The possibility of increasing to full-time is possible. Great day hours. No weekends or holidays.

Hours needed are:

Monday 900am-1230pm

Wednesday and Friday 830am-1230pm

Tuesday and Thursday 830am-500pm

Starting Pay \$15.00/hr

Come join a great team in a small family practice that puts patients first.

Send Resume to:

staff@orchardfamilymed.com