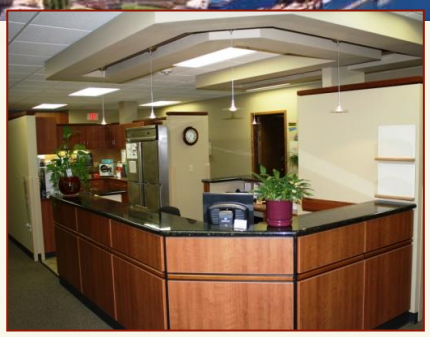
Coeur d'Alene Pediatrics

RECEPTIONIST POSITION

Coeur d'Alene Pediatrics is looking for a part-time Receptionist to join our exceptional staff. Applicants must have a love for children and be able to work at a fast pace. This position includes evening and Saturday hours.

Responsibilities include, but are not limited to:

- Greeting patients and their families upon arrival
- Obtaining, verifying, and entering patient demographic and insurance information
- Answering incoming telephone calls
- Checking patients out and scheduling follow-up appointments as needed
- Scheduling acute, chronic, preventative, follow-up, and consultative appointments as per office policy



Please send completed application, resume, and cover letter to: mitchell@cdapeds.com

Coeur d'Alene Pediatrics
Attn: Brooke Mitchell
700 W. Ironwood Drive, Suite 155
Coeur d'Alene, Idaho, 83814

Visit our website for more information:

www.cdapeds.com