

## **ORTHOUTAH**

### **Bone and Joint Clinics**

The Offices of Dr. Matthew Bitner and Dr. Daniel Higbee are currently accepting applications for a full-time medical receptionist.

Our practice is seeking a highly motivated, dependable, energetic healthcare professional who possesses the ability to anticipate the needs of the physician, is able to problem solve, function in a highly organized manner and care for the patients we serve with high regard.

The applicant will be required to:

- Greet patients as they arrive to the clinic.
- Answer phones and schedule patient appointments
- Prepare data for upcoming clinics
- Schedule follow-up appointments.
- Receipt copayments and balance cash draw.

Salary: Negotiable

Hours: Full-time  
Monday - Friday

For questions, please call

Patti Bennett @ 435-339-1983

Please forward your resume to:

[pbennett@orthoutah.org](mailto:pbennett@orthoutah.org) or Fax to 435-723-3391