



Dover Pediatrics
PEDIATRIC & ADOLESCENT MEDICINE

Job Postings

To apply please send resume to
joe@dp.pcc.com

Medical Assistant (Full-time)

Dover Pediatrics a certified patient centered medical practice located on the beautiful Seacoast of New Hampshire is currently seeking a full-time medical assistant for its busy pediatrics practice.

The ideal candidate will possess a strong commitment to quality patient and family centered care; and the ability to work as part of a medical team is essential.

Our dynamic, rapidly growing Pediatrics practice offers a rewarding opportunity to build your future. We are a continually evolving, forward-thinking group, driven to be leaders through clinical and service excellence, innovation, and attention to detail.

This Medical Assistant position involves assisting our providers with well visits and same-day appointments in our Dover office; general patient care and support for weekdays and some evening hours.

Additional patient care responsibilities for this Medical Assistant position will include:

- Accompanying patients to exam/procedure room.
- Assisting patients as needed with collecting specimens.
- Preparing for exam; collecting patient history.
- Performing screenings per provider guidelines.
- Assisting physicians/nurse practitioners with various procedures.
- Charting; relaying instructions to patients/families.
- Answering calls.
- Ordering, sorting & storing supplies; and restocking exam/procedure rooms.
- Medical Assisting Degree or equivalent required. Previous pediatric experience is preferred.

We offer competitive salaries, excellent benefits and a great work environment!

Job Type: Full-time

Salary: Negotiable, based on experience.

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Medical Receptionist (Full-time)

Dover Pediatrics is currently seeking a Medical Receptionist full-time for its busy pediatrics practice. This FT position will require some flexibility with scheduling on workdays during the week and will include part-time hours on various weekends.

The ideal candidate will possess strong communication skills, a friendly attitude, the ability to work as part of a medical team, along with a commitment to quality patient centered care.

Our dynamic, rapidly growing Pediatrics practice offers a rewarding opportunity to build your future. We are a continually evolving, forward thinking group – driven to be leaders through clinical and service excellence, innovation, and attention to detail.

Duties and Responsibilities:

- Greet patients. Answer incoming calls
- Initiates and completes check-in process.
- Verifies and or collects patient demographic information.
- Maintains communication with clinical staff for optimum patient flow.

Additional Job Functions:

- Answer incoming calls and deal with inquires.
- Ability to schedule patient appointments.
- Ability to transfers calls as required.
- Ability to collect copayments and accepts payment for outstanding balances.
- Informs patient of outstanding patient balance information as indicated by billing department.
- Maintain stock of forms and office supplies.
- Ensure reception area is well maintained, neat and clean.
- Safeguard patient privacy and confidentiality.

Job Qualifications/Experience:

- Entry Level position. Some Medical Experience. High School Diploma required.
- Greets patients, initiates and completes check-in process
- Verifies and or collects patient demographic information.
- Maintain communication with clinical staff for optimum patient flow
- Ability to schedule appointments
- Informs patient of outstanding patient balance information as indicated by billing department, and accepts payment for outstanding balances.

Job Type: Full-time Salary: Negotiable. Based on Experience.

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