

**Position**

Chiropractic Assistant - Front Desk Receptionist (Full-time)

**Company Overview**

West Georgia Spine Center is a well-established health and wellness facility located in Carrollton, Georgia that offers chiropractic, physical therapy, massage therapy, and acupuncture treatment options.

**Job Overview**

The front desk receptionist in our office is the initial contact point for all patients coming in for appointments. We are a high-volume clinic, so the ideal candidate will be able to handle patient flow, payment collection, billing, answering phones, and scheduling for three doctors and four therapists in a fast-paced environment. We are looking for someone who is outgoing, friendly, and passionate about helping others.

**Responsibilities**

- Greeting patients as they arrive and managing patient flow
- Scheduling new patients, adjustments, massages, and physical therapy appointments
- Collecting and applying patient payments
- Reconciling collection reports at the end of each business day
- Maintaining accurate records of treatment in patient accounts
- Communicating with doctors, x-ray tech, therapy tech, and back office team regarding patient treatment

**Required Skills and Experience**

- Ability to abruptly change back and forth between different tasks
- Meticulous attention to detail and highly organized
- Motivated self-starter with a positive attitude
- Superior customer service, interpersonal communication skills, and phone etiquette
- Prior experience scheduling and booking appointments

This is not an entry-level job. We are seeking candidates with experience in administrative roles, customer service, and fast-paced work environments. Knowledge of the healthcare field or chiropractic is not necessary, but preferred.

Interested candidates can email their resume to [fcc@bellsouth.net](mailto:fcc@bellsouth.net).