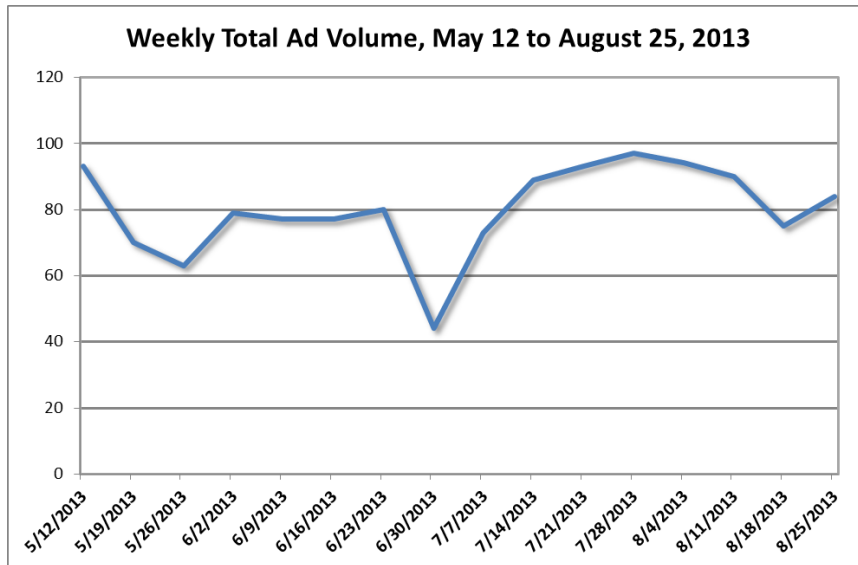


CUNY CAREERPATH
REAL-TIME REPORT & SAMPLE JOB ADS
Medical Receptionist
SEPTEMBER 2013



Ad Volume. Over the past sixteen weeks, an average of 80 Medical Receptionist jobs per week has been posted in the metro area. Demand was highest in the week of July 28, with 97 job ads, and lowest in the week of June 30, with 44 ads. No overall trend is discernible over the relatively short period of time for which data is available.

NOTE: The remaining narrative and tables in this report contain the results of a search of online ads over the past three months, from June 15 to September 12, 2013.

Other titles. The most commonly advertised job titles other than Medical Receptionist were Receptionist, Medical Office Receptionist, Medical Front Desk Receptionist, and Medical Assistant Receptionist.

Job Location. New York City (including Brooklyn and Flushing) was by far the top job location. There are additional opportunities in nearby towns on Long Island and in New Jersey.

Hiring Difficulty. Wanted Analytics scores occupations according to a “hiring scale,” which takes into account the number of current workers in the occupation, the number of employers hiring, local unemployment rates, and pay that is offered, among other factors. According to this scale, Medical Receptionists are *neither easy nor difficult* for employers to recruit and hire. The average posting period is 38 days.

Skills, Tools, and Technologies. The most mentioned skills, tools and technologies were bilingualism (Spanish), accounts payable, spreadsheet software, filing system, and medical billing.

New York	647
New York	209
Melville	39
Brooklyn	34
Mineola	29
Great Neck	18
Huntington	15
New Hyde Park	13
Garden City	13
Flushing	12
Smithtown	10
New Jersey	350
Somerset	30
Morristown	14
Edison	14
Toms River	12
Jersey City	11
Hackensack	11
Freehold	10
Newark	9
Newton	9
Englewood Cliffs	8
Total (2)	997

Industry	Volume
Administrative and Support and Waste Management and Remediation Services	36
Temporary Help Services	19
Employment Placement Agencies	10
Office Administrative Services	3
Executive Search Services	3
All Other Business Support Services	1
Health Care and Social Assistance	34
Offices of Physicians (except Mental Health Specialists)	27
All Other Miscellaneous Ambulatory Health Care Services	2
Other Individual and Family Services	1
All Other Outpatient Care Centers	1
Offices of Chiropractors	1
Diagnostic Imaging Centers	1
Offices of Podiatrists	1
Professional, Scientific, and Technical Services	6
Other Accounting Services	5
Computer Systems Design Services	1
Wholesale Trade	2
Other Professional Equipment and Supplies Merchant Wholesalers	1
Other Electronic Parts and Equipment Merchant Wholesalers	1
Retail Trade	2
Pharmacies and Drug Stores	2
Unclassified & Other	871
Total	951

Certifications. The most frequently mentioned credentials include Health Insurance Portability and Accountability Act (HIPAA), Better Business Bureau (BBB), Basic Life Support (BLS), and Certified Medical Assistant (CMA).

Wages. Of the ads specifying salary ranges, a majority offered between \$30,900 and \$37,750 per year.

Industry. A large majority of ads did not contain information about industry. Among the remainder, ads for Medical Receptionist positions were concentrated in offices of physicians. Additional jobs are advertised by employment intermediaries, such as temporary help services and employment placement agencies.

Online advertisers. The websites advertising the most job openings for medical receptionist were craigslist, backpage, Beyond.com, CareerBuilder, and Monster. Career counselors and jobseekers should add these sites to their list of resources if they do not consult them already.

Employers. Among the ads specifying employer names, the employers with more than one ad for Medical Receptionist during the past three months are shown on the next page. The four employers with the most job ads were Office Team, ENT and Allergy Associates, LLP, RadNet, Inc., and ABC Employment Agency. For comparison purposes, the employers advertising in the previous quarter are listed in the table on the right.

CURRENT QUARTER

Advertiser	Volume
Office Team	15
ENT and Allergy Associates, LLP	7
RadNet, Inc.	7
ABC Employment Agency	4
BTR Advancement	3
Local Employment Network	3
Health Plus	3
Robert Half International	3
Promed Personnel, Inc.	3
Execu Search	3
ZipRecruiter	2
Andover Orthopaedic Surgery and Sports Medicine	2
P4C NY, LLC	2
Summit Medical Group	2
Skylands Medical Group	2
Kelly Services	2
Total	997

PREVIOUS QUARTER

Advertiser	Volume
RadNet, Inc.	13
ENT and Allergy Associates, LLP	12
Office Team	9
The Bachrach Group	7
Health Plus	6
Barnabas Health Medical Group	3
Appleone	3
Saint Barnabas Health Care System	3
ZipRecruiter	3
Medix Staffing Solutions, Inc.	2
Execu Search	2
Lentech Staffing	2
YAI	2
Orlin & Cohen Orthopedic Group	2
Harlem United Community AIDS Center	2
New York Bariatric Group	2
Medical Staffing Services	2
Lyneer Staffing Solutions	2
Total	951



SELECTED JOB ADS

Medical Receptionist (Emergency One)

General Info

Employer: Emergency One
Location: New York, New York
Occupation: Receptionists and Information Clerks
WANTED ID: 341584627
First Posted: August 15, 2013
Last seen: 2 Days Ago

Additional Info

Salary: \$26,000
Job Type: Full-Time
Diversity friendly: Unknown

Contact Info

Name: Maria Riccio, RN, Clinical Director Emergency One
Address: Kingston, NY 12401
Phone: (845)338-5600
Fax: (845)338-3058

Description

Full time receptionist needed for busy medical office. Experience in a medical office preferred, but will train the right candidate. This full-time position involves days, nights and weekends hours. The candidate we seek should be an upbeat, friendly person who is customer service oriented. This candidate should also possess the ability to multi-task in a busy office, as well as have great attention to detail. Knowledge of computers, keyboarding skills, and experience answering phones in a professional manner is needed. Great communication skills will be required to interact with patients, medical staff, company representatives, insurance representatives, and other health center staff. The candidate we seek will be able to work independently, but will function well in a team environment. Candidates should include a salary history with resume for consideration.

References

Site: Regional Help Wanted
URL: <http://regionalhelpwanted....etail.cfm?sn=1&id=90405831>

Medical Receptionist (MEDICAL OFFICE MANAGEMENT SERVICES)

General Info

Employer: MEDICAL OFFICE MANAGEMENT SERVICES

Location: New York, New York

Occupation: Medical Secretaries

WANTED ID: 341962454

First Posted: August 19, 2013

Last seen: 2 Days Ago

Additional Info

Salary: \$36,000

Job Type: Full-Time

Diversity friendly: Unknown

Contact Info

Name: Maria Riccio, RN, Clinical Director Emergency One

Address: Kingston, NY 12401

Phone: (845)338-5600

Fax: (845)338-3058

Description

Job Purpose: Serves patients by greeting and helping them; scheduling appointments; maintaining records and accounts. Duties: * Welcomes patients and visitors by greeting patients and visitors, in person or on the telephone; answering or referring inquiries.* Optimizes patients' satisfaction, provider time, and treatment room utilization by scheduling appointments in person or by telephone.* Keeps patient appointments on schedule by notifying provider of patient's arrival; reviewing service delivery compared to schedule; reminding provider of service delays.* Comforts patients by anticipating patients' anxieties; answering patients' questions; maintaining the reception area.* Ensures availability of treatment information by filing and retrieving patient records.* Maintains patient accounts by obtaining, recording, and updating personal information.* Helps patients in distress by responding to emergencies.* Protects patients' rights by maintaining confidentiality of personal and financial information.* Maintains operations by following policies and procedures; reporting needed changes.* Contributes to team effort by accomplishing related results as needed. Skills/Qualifications: Multi-tasking, Flexibility, Telephone Skills, Customer Service, Time Management, Organization, Attention to Detail, Scheduling, Word Processing, Professionalism, Quality Focus.

References

Site: Monster

URL: <http://jobview.monster.com...-york-NY-US-100547364.aspx>



Medical Receptionist (NYC Surgical Associates)

General Info

Employer: NYC Surgical Associates
Location: New York, New York
Occupation: Medical Secretaries
WANTED ID: 321465427
First Posted: June 17, 2013
Last seen: August 18, 2013

Additional Info

Salary: \$35,000
Job Type: Full-Time
Diversity friendly: Unknown

Description

Duties include: * Performing secretarial-clerical duties including medical transcription, composition and dictation; * Preparing and processing correspondence; * Responding to incoming telephone calls, screening calls, taking and relaying messages and providing information; * Providing support services to patients and medical staff; * Scheduling appointments and admissions as requested; * Maintaining appointment books for patients and updating physician schedules; * Ordering and maintaining patient records as requested; * Ordering and restocking office and clinical supplies; * Assisting in the care and maintenance of office equipment; * Maintaining patient confidentiality; and, * Performing other related duties within the clinic as may be assigned. Performance requirements: * Knowledge of medical office procedures. (Specifically vein treatment.) * Knowledge of medical/surgical terminology. (Specifically vein treatment.) * Knowledge of grammar, spelling and punctuation to type from draft copy, review and edit reports and correspondence. * Knowledge of word processing systems and applications. * Skill in establishing and maintaining effective working relationships with patients, medical and clinic staff and the public. * Ability to read, understand and follow oral and written instructions. * The ability to communicate effectively, both orally and in writing.

References

Site: Monster
URL: <http://jobview.monster.com...-City-NY-US-123040737.aspx>

This workforce solution was funded by a grant awarded by the U.S. Department of Labor's Employment and Training Administration. The solution was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. The Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership.

SOURCE | NYCLMIS analysis of data from Wanted Analytics' Hiring Demand Dashboard, Talent Requirements, and Talent Sourcing applications.

