

Join our Team as an Office Administrator at G Sports Physical Therapy!

About Us:

G Sports Physical Therapy, located in the Financial District in San Francisco, CA, is a leading provider of physical therapy for sports injuries and orthopedic conditions. Committed to empowering people to achieve their best with compassion and expertise, we have become a well-known and respected physical therapy provider in San Francisco. We take pride in providing great care and service in San Francisco.

Work Environment:

At G Sports Physical Therapy, we foster a modern office setting that promotes growth opportunities, social events, and a relaxed atmosphere. Our commitment to on-the-job training and a variety of company perks ensures a safe and supportive work environment for all team members.

Position Overview:

We are seeking a dynamic Office Administrator to play a crucial role in elevating the patient experience, from the initial phone call to the final billing stage. The ideal candidate will thrive in a fast-paced environment, demonstrating exceptional organizational skills and a passion for delivering outstanding customer service. Full-time schedule is Monday thru Friday, 7:45 am to 4:15 pm with a half-hour lunch.

Key Responsibilities:

- Outstanding Customer Service: Provide exceptional service to patients throughout their entire experience with G Sports Physical Therapy.
- Scheduling Patients: Coordinate and manage patient appointments to ensure a smooth and efficient flow of operations.
- Phone Management: Answer multiple phone lines promptly, addressing inquiries and facilitating communication.
- Financial Transactions: Collect patient payments and manage patient accounts and billing processes.
- Team Collaboration: Work closely with physical therapists, clinic director, patients, and physicians to ensure seamless teamwork.
- Communication: Respond to emails and chats in a timely manner, fostering effective communication.
- Document Management: Create reports and manage documents to support efficient clinic operations.
- Insurance Coordination: Navigate insurance processes and ensure accurate and timely submissions.
- Compliance: Adhere to HIPAA regulations, company policies, and all regulatory agency requirements.

Qualifications:

- Bachelor's Degree is required
- Experience in office administration, customer service, and healthcare is preferred.

If you are a motivated individual with a passion for healthcare administration and a commitment to providing exceptional service, we invite you to join our team at G Sports Physical Therapy. Take the next step in your career with us and contribute to our mission of empowering individuals to achieve their best. Apply today!

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Employee assistance program
- Health insurance
- Health savings account
- Paid time off
- Parental leave
- Professional development assistance
- Referral program
- Retirement plan
- Vision insurance

Apply today by submitting your cover letter and resume to the link on the Careers page on our website!