

Job Opening: Full-Time Front Desk Coordinator

Location: Manhattan, Kansas

Company: Maximum Performance Physical Therapy and Fitness

About Us: At Maximum Performance Physical Therapy and Fitness, we are committed to empowering individuals through the power of movement, fitness, and wellness. Our team specializes in comprehensive physical therapy services, functional fitness classes, sports enhancement programs for student-athletes, and personalized training solutions. Whether you're recovering from injury, looking to improve performance, or pursuing long-term wellness, our mission is to foster a supportive and motivating environment that encourages growth, healing, and performance excellence.

Position Summary: We are seeking a friendly, detail-oriented **Full-Time Front Desk Coordinator** to join our team. This key role serves as the first point of contact for our clients and supports the efficient scheduling and administrative operations of our physical therapy and fitness services. The ideal candidate will be organized, personable, and capable of managing multiple tasks.

Key Responsibilities

- Manage scheduling for physical therapists, ensuring timely evaluations and accommodating changes (e.g., cancellations, no-shows)
- Perform accurate data entry to minimize billing rejections
- Verify insurance coverage and communicate payment responsibilities to patients (deductibles, co-pays, co-insurance)
- Timely payment processing and flexible scheduling to accommodate the financial needs of patients
- Use various software systems for billing, payments, and electronic medical records
- Provide excellent customer service and clear communication in all interactions

Qualifications:

- Strong computer skills; experience with medical billing and records systems is a plus
- Excellent interpersonal and communication skills
- Highly organized with attention to detail
- Previous experience with insurance verification, scheduling, or medical office administration is helpful

Benefits:

- Health insurance
- 401(k) contributions
- Paid vacation and sick/medical PTO
- Paid holidays
- Schedule flexibility
- Fitness membership
- Team collaboration, continuing education, and mentoring opportunities

How to Apply: Please submit your resume to jeniv@maximumperform.com with the subject line "Front Desk Coordinator Application"

Maximum Performance Physical Therapy and Fitness is an equal-opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.