

Job Title: Triage Technician

Employment Type: Full-time

Schedule: Monday to Friday

Location: On-site in Homewood, AL.

Job Description:

Birmingham Gastroenterology is seeking a reliable and detail-oriented Triage Technician to join our clinical team. This role is essential in ensuring efficient patient flow, accurate documentation, and a clean, well-stocked clinical environment. The ideal candidate is patient-focused, organized, and comfortable working in a fast-paced medical setting.

Key Responsibilities:

- Greet and room patients, managing appropriate patient flow from the front desk to exam rooms
- Accurately take and record patient information and vitals identifiers (e.g., name, DOB, weight, blood pressure, etc.)
- Verify correct patient, chart, and physician before each encounter
- Disinfect and maintain cleanliness of all clinic areas, including triage stations, exam rooms, entry doors, and waiting areas, regularly
- Maintain and restock exam rooms, monitoring inventory and placing supply orders as needed
- Take direction and initiate actions that will allow cross-functional duties to ensure seamless patient care
- Ensure triage equipment is clean, functional, and properly stored
- Perform other administrative and clinical duties as assigned

Qualifications:

- High school diploma or equivalent - Required
- Minimum 1 year of experience in a medical or physician office setting - Preferred
- Strong verbal and written communication skills - Required
- Proficient with EHR systems and able to type 35–60 wpm - Preferred
- Experience assisting with patient care and basic clinical tasks - Preferred
- Current BLS certification preferred - Preferred
- Ability to thrive in a high-volume, patient-centered practice - Required

Benefits:

- 401(k) with match after one year
- Health, dental, and vision insurance
- Paid time off
- Supportive team environment with opportunities for growth