



CUYAHOGA VALLEY  
CAREER CENTER

## Cuyahoga Valley Career Center

### Job Posting #5356 Log Sheet

**Job Posting Date:** 7/21/2025

**Employer Information:**

Glo Dermatology  
**Contact:** Liana Gabyak  
5500 Broadview Road  
Parma, Ohio 44134  
**Phone:** 2163517700 **Ext:**  
**E-mail:** glodermatology1@gmail.com

**Main Business:**

Medical and Cosmetic Dermatology

**Job Title:**

Medical Receptionist/Biller

**Full/Part-time:**

Part-Time

**Job Hours:**

20 Hours, 8 AM - 5 PM

**Job Duties:**

Our practice provides medical and cosmetic Dermatology for all ages.

We are looking for a talented person who wants to be a part of our team. We are seeking an individual who has experience with medical billing, is well-presented, has excellent communication skills, is reliable, energetic, and has a positive attitude. Our ideal candidate would be skilled at applying common sense and critical thinking, as well as have a passion for making a difference in the lives of others. This person should be friendly, highly organized and work well with all personality types. We PREFER someone with at least 2 years of healthcare office experience.

Medical Receptionist Qualifications / Skills:

Multi-tasking  
Flexibility  
Telephone skills  
Experience with billing  
Customer service  
Time management  
Organization  
Attention to detail  
Scheduling  
Word processing  
Professionalism

**Responsibilities**

- Greet and welcome patients and visitors in a professional and friendly manner.
- Answer and direct phone calls to the appropriate staff members.
- Schedule appointments and manage the front desk calendar efficiently.
- Enter billing information, verify insurance, follow up on claims.
- Utilize computer skills to input and update patient information accurately.
- Assist with administrative tasks such as filing, data entry, and organizing documents.
- Provide exceptional customer service and address inquiries or concerns promptly.

If you have the skills and characteristics described above, please email your resume and a brief explanation on why you believe this position is right for you.

Best wishes to you,

Glo Dermatology  
Shaza Daoud, M.D.  
216-351-7700

**Compensation:** Based on Experience

**Special Notes / Additional Information:**

**Minimum Age Requirement?**

18

**How to Contact:** Email resume, Apply Online

**Seeking:**  
CVCC Alumni, Adult /Job Seeker

**Program Area:**  
General, Business & Administration, Health Careers

**E-mailed Job Posting on:** \_\_\_\_\_

**Notes:**