

Patient Service Representative

Description

Responsible answering incoming calls to the clinic, appointment scheduling, computer work, handling medical records, patient registration, insurance verification.

Responsibilities

1. Promptly answer all incoming calls. Welcome patients/clients/visitors, determines purpose of visit and directs them to the appropriate person or department.
2. Insurance verification and verification of patient demographics.
3. Scheduling, canceling, and rescheduling patient appointments.
4. Filing and retrieving medical records. Copying and faxing duties.
5. Practice and adhere to the Mission, Vision and Values Statement.
6. Read, understand, and adhere to all Sacred Circle Healthcare policies and procedures
7. Responsible for keeping patient waiting areas, and office and files clean and organized.

Qualifications

1. Knowledge of basic office equipment including fax machine, copier, and computer, telephones, etc.
2. Ability to handle multiple priorities at once with minimal supervision
3. Ability to comprehend and follow written and verbal instructions
4. Ability to organize and communicate clearly.
5. Skill in developing and maintaining effective working relationships with patients, medical staff, and the public.
6. Ability to react calmly and effectively in emergency situations.
7. Ability to interpret, adapt, and apply guidelines and procedures.
8. Ability to maintain confidentiality of patient and employee information

Job Benefits

Paid time off, paid holidays, full dental, health and vision insurance available.

Employment Type

Full-Time

Job Location

Salt Lake City, UT

Working Hours

Monday-Friday, 8am-6pm

Sacred Circle Healthcare and Confederated Tribe of the Goshute Reservation gives preference to qualified American