

Patient Service Representative - Chambers Community Health Centers, Inc. (CCHC) is recruiting for a full time front desk registration clerk. Applicant must possess the ability to multi-task in a face paced medical clinic, while maintaining a friendly and positive attitude in all dealings with patients, families, visitors, and co-workers.

Primary Duties:

- Greet and check patients in upon arrival.
- Enter and verify patient demographic and insurance information.
- Interpret insurance benefits, contracts, and calculate patient cost.
- Obtain consent forms.
- Schedule appointments according to patient preference and clinical team guidelines.
- Navigate multi-lined phone system.
- Handle general patient inquiries.
- Direct calls to appropriate department.
- Accurately notate messages for medical staff.
- Collect patient balances and post payments.
- Reconcile cash till and receipts.

Requirements:

High School Diploma/GED,
2 years' experience working in a Medical Office, preferred
Exceptional customer service skills.

Hours:

40 hour work week with varying shifts Monday through Friday ranging from 7:00am-4:00pm, 8:00am-5:00pm, and 8:30am – 5:30pm. Some Saturdays from 8:00am-noon.

Summary of employee benefits:

- **Health Insurance:** Health insurance is included at no cost to the employee. The Employer currently offers standard coverage through a PPO plan with First Health Network. All deductibles for the employee will be waived if the services are rendered at any Chambers County Public Hospital District No.1 facility
- **Paid Time Off (PTO):** PTO is accumulated at each bi-weekly payroll in the amount of 8 hours for 0-4.99 years of service, 10 hours for 5-9.99 years of service, and 12 hours for 10+ years of service. The maximum amount of PTO accrual allowed is 400 hours.
- **Retirement Plan:** Employer matches employee contributions at 5% of employee salary to a tax deferred Simple IRA Plan.
- **Vision and Dental Insurance:** Vision and Dental insurances are available to the employee and employee dependent's as a payroll deduction.
- **Life Insurance:** Employer pays life insurance premium for coverage at the annual salary of the employee. Additional coverage is available at employee expense for spouse and/or dependents.
- **Wellness Center at Bayside Membership:** Employees shall receive a membership to the Organization's Wellness Center at Bayside at no cost. All employee dependents are subject to the \$20.00 per month "add on" fee.

Please send resumes and applications to Shannon Bantner at sbantner@chambershealth.org.

<http://chambershealth.org/BaysideEmploymentApplication.pdf>