



Patient Service Representative – Part Time

Date: 01/30/2019

Location: Marysville

Duties include but are not limited to:

- Answering multi-line phone system
- Checking patients in/out
- Collecting money
- Verifying/updating demographic and insurance information
- Scheduling appointments
- Other administrative tasks as needed

Job Requirements:

- Reliable, punctual and committed to providing quality care
- Ability to multi-task and flexible changing job duties throughout shift
- Must be team-minded, friendly, self-driven, and professional
- Good communication skills as well as time management and organizational abilities
- At least one-year experience in a medical office
- Must be familiar with HIPAA practices
- Centricity or other EMR experience preferred

We need an organized individual who can work well in a team environment as well as independently. Candidate must also be willing to work a flexible schedule that may include evenings and Saturday mornings.

Schedule: Approximately 28 per week – To include evening and Saturday hours (Additional hours as needed to provide department coverage)

Salary: DOE

Please send cover letter and resume to: rtaylor@wwmedgroup.com