

Medical Office Patient Services Representative

14 Thomas Point Rd, Brunswick, ME, 04011

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Email: HR@Coastalortho.com

We are growing and have an opening for a candidate with Medical Office or Customer Service experience.

We are an Orthopedic practice located at Cooks Corner in Brunswick, Maine, with a long-standing reputation for excellence in orthopedic surgery and sports medicine patient care. Visit our website, www.coastalortho.com, to learn more about what services we offer.

Job Responsibilities

- Welcomes, greets, and assists patients at check-in/check-out with patient appointment forms, referrals, insurance verification, and copay collection.
- Answers and re-directs phone calls as to assist patients and co-workers in the office.
- Schedules physician or nurse practitioner initial or follow up appointments.
- Scans and enters data/medical documentation into electronic health record as needed.
- Maintains general organization and cleanliness: printing, sorting various forms and records.
- Performs other job responsibilities as assigned to maintain efficiency of office/clinic.

Skills and Abilities, requirements

- Reliability. Schedule:
Full or part-time, schedule TBD
- Medical office experience preferred, or equivalent customer service professional experience.
- Excellent inter-personal skills including listening, professional communication, good judgment, and treating all people with respect.
- Strong telephone and computer competencies.
- Attention to detail; maintaining accuracy and confidentiality of patient records.
- Strong teamwork skills. Demonstrated ability to work with a supportive group of professionals and can contribute to our professional, collaborative medical office environment.
- Strong organizational skills. Be organized and self-disciplined to work a variety of medical office responsibilities with minimal supervision.
- Multi-tasks in fast-paced environment when needed.
- Demonstrated ability to learn our Patient support systems and procedures.

Include in your resume cover letter your response to this question: What is your availability Monday thru Friday (start time and end time)?

Benefits

Competitive salary and benefits including reimbursement for approved continuing education