

Job Posting

Patient Care Coordinator/Medical Receptionist (Job Posting)

Do you want to make a difference? We are a small innovative dermatology clinic with excellent providers in Inver Grove Heights, MN

We are currently seeking a full time Patient Care Coordinator/Medical Receptionist. Please apply if you:

- Have outstanding personal and professional references
- Computer skills and excellent interpersonal skills a must.
- Are friendly, honest, caring, hard-working and want to work in a clinic that shares those characteristics.

Position Overview

The Patient Care Coordinator is responsible for making appointments for patients following clinic procedures. The position assists patients on the telephone, schedules appointments, gathers accurate demographic information, verifies insurance, and registers patients. This person is also responsible for cross training on other areas of operation as it is tied to the patient flow.

Duties

- Provide patient-centered customer service
- Answer multi-line telephone and assist patient in a pleasant manner
- Register and schedule patient appointments using a computerized scheduling system
- Reschedule and cancel appointments as needed
- Verify insurance eligibility
- Register patients, verify and update patient data, prepare necessary confirmation letters, welcome packets, and forms to send to patients
- Maintain strict confidentiality of patient health information
- Other clerical duties as assigned include prepping records for visits, faxing medical records, scanning and other duties impacting the operational flow of the patient

Minimum Requirements

- HS Diploma
- 1-2 years ' experience in scheduling and reception in a healthcare setting
- Experience scheduling appointments, registering patients, and obtaining/verifying insurance information
- Knowledge of main Minnesota insurance payers
- Ability to communicate calmly and clearly with patients and others on the phone
- Knowledge of customer service principles and techniques
- Ability to operate standard office equipment including multi-line telephone, computer, and fax machine
- Ability to navigate computerized scheduling system

Preferred Qualifications

- Experience working in a dermatology office
- Advanced MD billing/scheduling system & EMA electronic health record

Interested candidates or for more information please contact Linda Bohlig @
lbohlig@mydermtc.com