

JOB OPENING: PATIENT SERVICE REPRESENTATIVE AT ASHFORD - APRIL 2022



BMS FAMILY HEALTH AND WELLNESS CENTERS

Are you a people person who excels at making the complex simple and delights in problem solving? Do you consider yourself an organized task master? Do you have a heart of gold and feel that no task is too big or small in making someone's day better? If this sounds like you - we'd love to meet you!

The Patient Service Representative (PSR) is responsible for courteously and professionally directing all calls and inquiries and for collecting all monies for services rendered, also responsible for patient registration and insurance certification.

WHAT YOU WILL DO

- Greets all incoming patients
- Logs all monies received to patient's account and generates receipts for clients
- Schedules appointments in person or over the phone
- Calls ambulette service for patient transportation
- Pre-certify all new patients via phone; verify family size and annual income
- Verifies patient insurance eligibility, troubleshooting Medicaid or insurance problems, and assessment of patient for sliding fee scale, as necessary
- Verify patients' demographic and phone numbers
- Registers patients and collects patient data using Electronic Medical Records/Electronic Practice Management Software

QUALIFICATIONS

- High School or GED diploma required
- Previous experience in medical scheduling and insurance verification preferred
- Basic computer literacy required
- Experience with switchboard and excellent interpersonal skills.
- Previous experience in medical scheduling and insurance verification
- Bilingual in Spanish or Creole is a plus

HOURS: Full-time, Monday from 12:00 pm to 8:00 pm; Tuesday, Wednesday, Thursday and Friday from 8:30 am to 4:30 pm. The 2nd Saturday of the month from 8:30 am to 4:30 pm. A day off on the week when you work on Saturday

SALARY: \$19.23/hour

ABOUT BMS FAMILY HEALTH AND WELLNESS CENTERS

BMS is a Community Health Center serving Central Brooklyn since 1982. We are a Joint Commission Accredited, Patient Centered Medical Home with the mission of providing high quality medical care and social service to allow families we serve to achieve lifelong total health and wellness. We see everyone regardless of ability to pay. For more information: www.bmsfamilyhealth.org

Vaccination requirements:

Brownsville Community Development Corporation aka BMS Family Health Center requires evidence of COVID-19 vaccination for all staff, consultants and interns who will be present on all sites. Medical exemptions will be provided in accordance with applicable federal and state laws.

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