

OVERVIEW: Busy, multi-location ophthalmology practice seeks a Patient Coordinator to join our team. We are looking for extremely motivated professionals to perform duties such as checking patients in and out, answering phone calls, scheduling appointments, billing and other tasks. Candidates must be dependable, enjoy working with the public, and possess excellent communication and customer service skills. We have offices located in East Stroudsburg, Tobyhanna and Brodheadsville. Travel between offices is required, as are some evening hours and occasional Saturdays.

If you are committed to compassionate patient care and work well as a team with other dedicated employees, you may qualify as a good candidate

JOB TITLE: Patient Coordinator

STATUS: Full-time, Non-Exempt

SALARY: up to \$15 per hour (commensurate with experience)

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SCHEDULE: Monday to Friday, with some Saturdays

LOCATION: East Stroudsburg– travel between Brodheadsville & Tobyhanna offices required as needed.

DUTIES AND RESPONSIBILITIES

- Greeting and directing all patients within the practice.
- Obtaining patient demographic and verifying insurance information for each visit.
- Collecting copayments, deductibles, and/or previous balances, as applicable.
- Scheduling any necessary appointments after completion of patient visit.
- Answering telephones and directing calls as needed.
- Identifying and resolving minor patient billing complaints.
- Entering charges for billing to insurance providers.
- Maintaining cleanliness of waiting room.
- Assisting other Patient Coordinators as needed.
- Other duties as assigned.

EDUCATION & EXPERIENCE

- Minimum of a high school diploma or its equivalent
- Prior experience a plus, but willing to train

QUALIFICATIONS & REQUIREMENTS:

- Strong computer skills are a must.
- Strong organizational skills.
- Exceptional multi-tasking skills.
- Strong verbal and written communication skills.
- Ability to work independently on assigned tasks as well as accept direction on given assignments.
- Able to work collectively with administrative and other staff

BENEFITS:

- Health insurance.
- Profit Sharing
- 401k.
- Paid time off + holidays.
- Employee discounts.