

**Order Number:**

NY1395656

**Date Job Order Received:**

11/10/2021

**Number of Openings:**

3

**Company Name:**

Neighborhood Health Center

**Job Title:**

Patient Service Representative

**Minimum Experience Required:**

1 year

**Job Description:**

Buffalo. Patient Service Representative. Neighborhood Health Center. FT. 1st and 2nd Shift. Benefits. Responsibilities: Assists in open and closing procedures for organization. Prints daily appointment schedules. Assists with and independently print all Front Desk reports including but not limited to recall, no-show and bumped reports in a timely manner. Assists in ensuring appointments are confirmed. Confirms appointment times, location and provider during the registration process. Assures patients are acknowledged timely and delays are communicated to Front Desk Lead. Verifies patient information and correction in the computer system. Revises patient documentations and forms during the registration process. Adheres to all appointment notes and expire if applicable. Verifies insurance through including, but not limited to, epaces, heathenet, healthplex Appropriately inputs all insurance information including active/expired dates. Appropriately sends patient messages. Assists patients in filling out required forms. Collects all co-payments including sliding fee scale nominal fee. Adheres to cash handling policy. Requirements: High School diploma or equivalent. Medical office experience or medical terminology knowledge preferred but not required Allscripts PM and EHR knowledge preferred but not required Must be able to read, write and speak the English language. A second language of Spanish is preferred. Friendly demeanor Strong attention to detail Commitment to superior customer service Ability to thrive in a high energy work environment Comfortable learning new software and computer systems Be available to work Monday thru Friday from 7:45 am to 8pm

**Job Location:**

Buffalo, New York

**Pay:**

\$13.50 - \$15.00 Hourly

**Benefits:**

Health Insurance, Dental Insurance, Vacation, Holidays, Retirement/Pension

**Hours per Week:**

40

**Duration:**

Full Time, Regular

**Work Days:**

Monday thru Friday

**Shift:**

Varies

**Public Transportation:**

Information not provided.

**Minimum Education Required:**

GED

**Driver Licenses, Including Endorsements:**

No Driver License requirements specified.

**How to Apply:**

To apply, contact the employer, by email, or on-line:

Email: [a.renaud@nwbchcc.org](mailto:a.renaud@nwbchcc.org)

Web-site: <https://nhcwny.org/careers/overview/>