

## **Patient Service Representative**

### **Full-time (Rotating Schedule)**

#### **Position Summary**

The Patient Service Representative is cross-trained to support various clinical and non-clinical department operations by registering patients, verifying insurance information, managing appointments including scheduling and confirmation calls. In addition, he/she will answer incoming calls and manage them appropriately, either by directly answering the caller's questions or managing phone requests in accordance with our policy and procedures.

#### **Education & Qualification**

- High School diploma or GED required
- At least 1+year of previous medical, registration or billing experience preferred
- Computer applications (MS Office suite)

**Bilingual in Vietnamese and/or Spanish strongly preferred.**

For consideration, please forward resume and salary requirements to:

**DotHouse Health**  
**Attn: Human Resources Department**  
**1353 Dorchester Avenue**  
**Dorchester, MA 02122**  
**Fax (617) 740-2310**  
**[dhjobs@dorchesterhouse.org](mailto:dhjobs@dorchesterhouse.org)**

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2/2/2017