



**Job Title: Patient Service Representative**  
**Full Time: Monday – Friday/Day shift**  
**Status: Hourly/Non-Exempt**

**\$1,000 Sign-On Bonus with 1 year Full-time commitment**

**We reserve the right to change schedule to meet staffing needs at anytime.**

### **Purpose of Position**

The Patient Services Representative performs all duties relative to the billing cycle and helps maintain adequate control over individual patient accounts. These duties include data entry, all phases of first and third party billing, patient inquiries, requests for information from patients, payers or others; provide assistance to patients regarding insurance payments and/or other matters.

The successful applicant must excel in a fast-paced environment requiring exceptional focus on customer service combined with the skills, ability and desire to function as a positive member of this team.

#### **Required Qualifications:**

- Must have a high school diploma or equivalent
- Must be motivated regarding billing and collection of patient accounts
- Must be capable of working independently
- Must have excellent oral and written communication skills, excellent data entry and computer skills
- Must have the ability to effectively manage several responsibilities simultaneously

#### **Preferred Qualifications:**

- Prior experience in medical terminology and/or billing with a medical insurance background

EmergyCare is an EEO employer – M/F/Vets/Disabled.

