

EmergyCare's mission is to save lives and positively impact health, well-being and safety in the communities we serve.

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

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 Experience:

- The successful applicant must have a high school diploma or equivalent; one year of college or technical school or three to six months related experience or training.
- Must be motivated regarding billing and collection of patient accounts, and be capable of working independently
- Must have excellent oral and written communication skills, excellent data entry and computer skills along with the ability to effectively manage several responsibilities simultaneously

Preferred Experience:

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

Qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, sexual orientation, gender identity, disability or protected veteran status.