

**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.