



**NHCI Job Posting  
February 7, 2018**

## **Medical Patient Services Representative 40 Hours**

Neighborhood Health Clinics, Inc. is accepting applications for a Medical Patient Services Representative to provide professional customer service by greeting and registering patients in a prompt, pleasant, and helpful manner. Position currently reports to the Medical Patient Services Team Lead.

Specific duties include:

- Greets patients in a prompt, pleasant, and helpful manner and provides necessary instructions/directions.
- Obtains and enters new patient demographics: updates patient information, as necessary, in the computer system to maintain accuracy for billing.
- Researches, enters, and updates all information needed to complete billing process.
- Verifies income for self-pay patients, verifies insurance and Medicaid coverage, and verifies eligibility to various programs that affect the billing process.
- Collects all co-pays and balances, as required by office policies. Distributes copies of receipts to patients.
- Balances charges and receipts at end of each shift.
- Preps accounts as necessary.
- Enters patients' future appointments into on-line system according to physician's request as well as clinic policy.

Full time position with benefits. High School Diploma or GED required. Training in medical office and billing procedures. Associates Degree in Medical Assisting or certification as a medical office specialist preferred. Minimum of one year experience in billing or medical office required. Knowledge of medical terminology and coding, word processing and computer experience required. Experience with medical office software program preferred. Interested candidates should send a resume along with a cover letter to NHCI Human Resource Department at: P.O. Box 11949, Fort Wayne, IN 46862 or by email at [HRDEPT@NHCI.ORG](mailto:HRDEPT@NHCI.ORG) or fax (260) 969-2911. Neighborhood Health Clinics is an Equal Opportunity Employer.