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PATIENT SERVICES SPECIALIST

TITLE: Patient Services Specialist (PSS)

SETTING: Radiology Outpatient Setting (Administration)

REPORTS TO: Office Supervisor

HOURS: Full-Time (Days & Evenings) (Mon – Fri) / 40 Hours

LOCATION: Fairfield County, Connecticut (Float)

JOB SUMMARY:

- The Patient Services Specialist is a key member of the site team
- Responsible for ensuring that patients are greeted professionally, entering or updating all required billing and medical information, and directing patients to the appropriate staff member for service.
- The Patient Services Specialist also handles telephone calls, schedules appointments, and coordinates/maintains patient films and files

REQUIREMENTS:

- High School Diploma
- Must have Radiology Office Experience
- Demonstrated interest in meeting patient needs and assuring patient satisfaction
- Exceptional interpersonal skills, including communication, problem solving and teamwork
- Demonstrated ability to manage multiple priorities in fast paced, customer oriented highly professional environment
- Thorough knowledge of medical office procedures and computer skills, such as Microsoft Office

COMPENSATION PACKAGE:

- Offering a “competitive” hourly rate & excellent benefits

FOR MORE INFORMATION CONTACT

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Executive Recruiter
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