



FULL-SERVICE, ALL DIGITAL IMAGING NETWORK

<b>TITLE: Patient Care Specialist – Front Office/Pre-Registration</b>	
<b>LOCATION:</b> All Sites	<b>DATE:</b> Continuous
	<b>TYPE:</b> Full Time
	<b>HOURLY RATE:</b> Commensurate with Experience

### SUMMARY STATEMENT

We are looking for an experienced front desk or receptionist that is punctual, detail oriented, responsible, who can answer the phones, meet and greet clients, professional, respectful, and be able to multi-task.

### RESPONSIBILITIES

- Checking in patients for their appointments.
- Scheduling walk in patients for radiology exams.
- Verifying eligibility for patients.
- Collecting payments for Co pays, self-pay, etc.
- General office and administrative duties
- Confirming patient's appointments for next day.

### REQUIREMENTS

- 2+ years experience working in healthcare as Front Office.
- Knowledge of radiologic procedures and standards
- Highly skilled in maintaining strong relations with providers and patients.
- Customer service background and focus
- Experience working with HMO, PPO, Medicare, and Medi-cal.
- Knowledge of CPT and ICD-10 Codes.
- Must possess good oral and written communication skills to effectively interact with staff, physicians and patients
- Must be able to multi-task in a fast-paced environment
- Bilingual in English/ Spanish a plus

Please e-mail [info@centrelakeimaging.com](mailto:info@centrelakeimaging.com) with you most recent resume for consideration.