



FULL-SERVICE, ALL DIGITAL IMAGING NETWORK

TITLE: Patient Care Specialist - Scheduling	
LOCATION: Covina	DATE: Continuous
	TYPE: Full time
	HOURLY RATE: Commensurate with Experience

SUMMARY STATEMENT

We are seeking a Patient Care Specialist to join our growing Centralized Scheduling Call Center team in our Covina office.

RESPONSIBILITIES

The Patient Care Specialist assists patients and physician offices in all patient related activities from scheduling to registration.

REQUIREMENTS

- Demonstrated ability to be self-starters, multi-task, problem-solve with diplomacy and a clear, courteous and professional manner when dealing with a high volume of callers.
- Requires constant phone communication with patients, referring physicians, medical groups, and internal staff.
- Insurance, Medical Terminology and Bilingual in Spanish are required.
- Must have reliable transportation and be able to work in our Covina Call Center.

EDUCATION AND/OR EXPERIENCE:

- Entry level position with medical office experience, working with patients, doctors and health plans. If interested, please email resume and references to e-mail address listed above

Please e-mail info@centrelakeimaging.com with you most recent resume for consideration.