



Position: Patient Services Representative I (part-time)  
Post Date: 25 Jul 2017  
End Date: 24 Aug 2017

**Description:**

Broadway Medical Clinic is accepting employment applications for a Part-Time Patient Services Representative I to support Pediatrics and Internal Medicine/Dermatology. This part-time position is Wednesday through Friday along with a Saturday morning shift. This position is non-benefited.

Applicants must have excellent computer skills, able to handle money and balance receipts at end of day, have great spelling/grammar/handwriting skills, and most importantly, extraordinary customer service skills. Applicants must also possess strong interpersonal skills and be able to communicate effectively with patients, co-workers, and physicians.

**Qualifications:**

Qualified applicants must have 1+ year in medical office experience, knowledge of insurance plans, medical terminology, extraordinary customer service skills, and be a friendly team player. Electronic Health Records (EHR) experience is a plus.

If you meet the qualifications for this position, please submit your resume and cover letter of interest to Human Resources at [hr@bmcllp.net](mailto:hr@bmcllp.net)

**Broadway Medical Clinic, LLP**

ATTN: Human Resources  
4212 NE Broadway  
Portland, Oregon 97213  
email: [hr@bmcllp.net](mailto:hr@bmcllp.net)

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