



Position: Patient Services Representative I (part-time)
Post Date: 24 Oct 2017
End Date: 23 Nov 2017

Description:

Broadway Medical Clinic is accepting employment applications for Part-Time Patient Services Representative I in our Patient Services department. This position is scheduled 3 days per week, approximately 6 hours per day, as well as Saturday mornings at 4-5 hours. There is a potential for additional days to cover staffing shortages. Cross-training to other Patient Services positions is probable.

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:

One or more years' medical office experience preferred, knowledge of insurance plans, medical terminology, extraordinary customer service skills, and be a friendly team player. Electronic Health Records (EHR) experience preferred.

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

Broadway Medical Clinic, LLP

ATTN: Human Resources
4212 NE Broadway
Portland, Oregon 97213
email: hr@bmcllp.net
