

Job Posting

Siloam Springs Medical Center

Job Title: Front Office Patient Representative. **Bilingual preferred.** (Spanish and English)

Reports to: Front Office Manager

Educational Requirements: Minimum High School diploma or the equivalent.

Position: FRONT OFFICE PATIENT REPRESENTATIVE

Duties include:

Checking in / Checking out patients for a busy 6 provider clinic

Verifying insurance eligibility

Collecting copays and past due balances

Answering multi-line phones

Efficient appointment scheduling

Back up for all positions in the front office (cashier, operator)

Other duties and responsibilities as directed by supervisor

Will include but not limited to: additional lifting, stooping, bending, standing, and ability to climb stairs.

All interested candidates must apply on line at www.cpgclinics.com under CAREERS

For questions, please contact Melissa Walker at Siloam Springs Medical Center, by email at mwalker@cpgclinics.com