

POSITION OPENING

POSITION: FINANCIAL COUNSELING REPRESENTATIVE	STATUS: PART TIME
DEPARTMENT: PATIENT ACCESS (CENTRAL REGISTRATION)	HRS/PAY: VARIES BASED ON NEED
SUPERVISOR: JENNIFER MOMYER/ DEB MUMPER	JOB GRADE: C-2+

RESPONSIBILITIES

The Financial Counselor is responsible for identifying and verifying a patient's financial liability for services. The representative attempts to collect in full, set up payment arrangements or assist in obtaining information for the financial assistance program. This position will be part time to provide relief for the full time Financial Counselor or provide assistance, as needed.

Accurate typing and computer skills required with a thorough knowledge of medical terminology and insurances preferred. Excellent communication and interpersonal skills required due to customer interaction.

JOB DESCRIPTION

Job description outlining responsibilities and qualifications is available in Human Resources. Application for the position indicating qualifications can be written or e-mailed and must be submitted to Barb Kostok, Human Resource Director.

Date Needed To Start: As Soon As Possible
Posting Period: 11/25/2024 - 11/29/2024
Application Deadline: Noon: 11/30/2024