

# Patient Services Coordinator - Apply on Indeed

Farmington Hills, MI 48334

## Job details

Job Type

Full-time

## Full Job Description

**Michigan Endoscopy Center** has an exciting opportunity for a Full Time **Patient Services Coordinator** at our Ambulatory Surgery Center located in Farmington Hills, MI. The primary responsibility of this position is completing patient registration on the day of the procedure. Additional daily responsibilities include but are not limited to data entry into the electronic medical record, insurance and demographic verification, patient chart preparation, and other administrative duties as assigned.

- High School Diploma (or equivalent) along with a minimum of at least one year of experience in a medical office setting, with working knowledge of medical terminology.
- Insurance verification experience preferred.
- Computer proficiency in Microsoft Word & Excel and ability to successfully multi task and prioritize.
- Previous experience with multiple phone lines preferred.
- Effective written and oral communication skills, solid team player and a commitment to providing excellent patient service and professionalism.
- Previous experience with billing and scheduling software preferred.

Our Ambulatory Surgery Centers offer an attractive compensation and employee benefits package, a pleasant professional work environment and no evening or holiday work hours. Drug-free work environment and EOE.

Job Type: Full-time

Pay:

Schedule:

- Day shift