



## **Front Office & Patient Services Liaison - Dermatology & Mohs Surgery**

Colorado Center for Dermatology & Skin Surgery – Centennial, CO

Exciting opportunity to join a growth-oriented dermatology and Mohs surgery practice. Colorado Center for Dermatology & Skin Surgery is a leading-edge practice that strives to serve patients and the community through personalized and exceptional care. Our team is committed to continually getting better at what we do and fostering a dynamic and upbeat culture.

We are seeking a Front Office & Patients Services Liaison who is friendly, optimistic, and enjoys staying busy with a variety of tasks.

### **Responsibilities include but are not limited to:**

- Professionally and warmly greet and serve patients and everyone who enters the practice.
- Communicate with patients and team members to facilitate an exceptional customer service experience.
- Organize information and multiple tasks with attention to detail and problem-solve in a fast-paced environment.
- Answer incoming phone calls with a smile. Guide and educate patients to ensure they are properly prepared for visits and proactively problem-solve.
- Schedule appointments, verify insurance and benefits, check-in/out patients, collect in-office and product payments, and provide financial guidance to patients.
- Assist with general front office and receptionist duties, including but, not limited, to appointment reminders, data entry, medical records requests, daily closing and reconciliation, supply orders, marketing support, etc.
- Enthusiastically support the front office, call center, and clinic teams, including medical providers, medical assistants, and team leaders.

### **Qualifications:**

- Experience in a fast-paced medical office.
- Strong, clear phone voice.
- Must have excellent attendance and communication skills and be consistently responsive using multiple forms of communication.
- Good at multi-tasking between patients, phone, and computer.
- Adept at learning and utilizing technology, including EHR, practice management software, G-Suite, Mac computers, spreadsheets, and other computer-based and online tools.

### **Job Location:**

- We currently have offices in Centennial, Greenwood Village, Littleton, & Longmont, CO. This position is based in Centennial, CO but may require occasional coverage at all of our locations.

### **Application Instructions:**

- To be considered for this position, please complete all of the following required steps:
  - Click on this link (<https://www.cultureindex.com/c/7AhC0o36d0>) and complete a brief, 10-minute survey.
  - Send a (i) cover letter introducing yourself and your qualifications, (ii) resume, and (iii) compensation requirements to: [hiring@coloradodermatology.com](mailto:hiring@coloradodermatology.com)
- Please submit application as soon as possible. Position open until filled. Thank you.

*Last updated June 8, 2020*