



Patient Services Representative - 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 Patients Services Representative who is friendly, optimistic, and enjoys staying busy with a variety of tasks.

Responsibilities include but are not limited to:

- Proactively coordinate and communicate with patients, visitors, and team.
- Foster a friendly environment that is cooperative and well-organized.
- Guide and educate patients to ensure they are properly prepared for visits.
- Enjoy handling a variety of assignments at one time, including scheduling appointments, verifying insurance and benefits, checking-in/out patients, collecting payments, and providing financial guidance to patients.
- Exchange ideas to continually improve our delivery of patient services and care.
- Facilitate seamless operations among the front office, call center, and clinic teams, including medical providers, medical assistants, and team leaders.

Qualifications:

- 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 with attention to detail.
- Strong, friendly, clear phone voice.
- Experience in a fast-paced work environment.
- 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
- Please submit application as soon as possible. Position open until filled. Thank you.

Last updated March 10, 2021