



Front Office Ambassador - Dermatology & Mohs Surgery

Colorado Center for Dermatology & Skin Surgery – South Denver or Longmont, CO

Our fun and caring team is seeking a Front Office Ambassador who is friendly, optimistic, and enjoys handling a variety of tasks that serve and support our patients and their skin health.

A doctor-owned, multi-location practice, Colorado Center for Dermatology & Skin Surgery invests in our team members' continual learning and development as professionals. We believe that every individual's contribution matters greatly in the experiences and outcomes of our patients. Our team is committed to continually getting better at what we do and fostering a dynamic and upbeat culture.

Responsibilities include but are not limited to:

- Foster a friendly, welcoming environment that is cooperative and well-organized.
- Proactively coordinate and communicate with patients, visitors, and team.
- 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, 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:

- This position may be based in our South Denver Offices (Centennial, Littleton) or Longmont. As a multi-location practice, team members may cover at our other locations when necessary.

Application Instructions:

- To be considered for this position, please complete all of the following required steps:
 - Click on this link (<https://go.cultureindex.com/s/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.

Compensation Range: \$19-22/hour

Last updated July 7, 2024