



Job Posting

Title: Patient Services Representative

Base Salary Range: \$43,680 - \$45,940 plus benefits

FTE: Full-time, Non-Exempt

Our Mission: The Mission of South Central Family Health Center is to improve the quality of life for the diverse Community of inner-city Los Angeles by providing affordable and comprehensive health care and education in a welcoming and multicultural environment. To lead the way in health care in South Los Angeles, as the premier provider and employer of choice offering comprehensive, high quality, affordable, efficient and culturally responsive services.

General Summary: The Dental Patient Services Representative (DPSR) is responsible for registering and processing patients for appropriate appointments and services, including, but not limited to: scheduling and canceling appointments; and verifying eligibility for specific programs and services.

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- Makes reminder calls for scheduled appointments
- Responding to patient inquiries
- Makes recalls for patients needing follow-up medical care
- Intakes & outtake of patients
- Conducts financial screening of patients, insurance or other medical coverage verification.
- Assists in opening/closing clinic
- Internals and Externals referral processing, scheduling, and follow up
- Telephone outreach to patients on managed care list
- Encounters billing for Managed Care and HMO contracts

Qualifications and Experience:

- High School Diploma or equivalent
- Vocational training in Office Administration, preferred
- Medical terminology, a plus
- Demonstrate knowledge of safety, infection control & emergency policies and procedures
- Bilingual and Bi-literate Spanish/English preferred
- Must have a minimum of 1-2 years of office experience, preferably in a dental clinic setting
- Must be familiar with filing systems and medical terminology
- Computer Literate

Top benefits or perks: As a team member at South Central Family Health Center, you'll enjoy competitive wages and generous benefits:

- Benefits: Health care, dental, life insurance
- 403 (b) Retirement plan
- Education Reimbursement
- Career development: Entry-level employees have opportunities to work in management, HR or other areas of the company



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Contact/application information:

To apply please visit South Central Family Health Center's website at:

<https://recruiting.paylocity.com/recruiting/jobs/All/325da02f-904e-426b-ab73-f734fa9906c9/South-Central-Family-Health-Cent>