

## **Patient Care Coordinator**

**Location:** Gray, ME

**Position:** Full-Time Patient Care Coordinator

**Clinic:** Gray Physical Therapy

**Compensation:** \$20-\$24/hr

**Job Type:** Full time

**Gray Physical Therapy is a community focused outpatient physical therapy clinic. We are searching for a new patient care coordinator who can provide outstanding service from the moment they walk through the door.**

### **Job Responsibilities:**

- **Answering and returning phone calls as needed**
- **Managing referrals and scheduling of patients**
- **Verify insurance benefits and obtain necessary authorizations prior to visits.**
- **Taking co-pays and greeting patients**
- **Notify Therapists of any need-to-know patient information**
- **Assist in general cleanliness of clinic space**
- **Managing mailing any claims going in/out**
- **Handling of the fax service**
- **Scanning and inputting documents onto patient accounts**
- **Greeting patients as they walk through the door**

### **Qualifications**

- **High school diploma or equivalent; associate degree in medical billing/coding**
- **Additional CPC + CPB certification (preferred)**
- **Previous experience in a medical or outpatient clinic setting.**
- **Knowledge of insurance verification processes and medical billing.**
- **Proficiency in electronic medical record systems.**
- **Strong organizational, multitasking, and communication skills.**
- **A compassionate and patient-centered approach to service.**