



EMPLOYMENT OPPORTUNITY

TITLE: PART-TIME SERVICE DESK ASSOCIATE
BUSINESS: PERFORMANCE THERAPIES, P.C.

ABOUT PERFORMANCE

Performance Therapies, P.C. and Performance Health & Fitness are always looking for experienced individuals to add to our growing staff. We offer a wide range of employment opportunities and benefits, including flexible work options and free health club membership. As a growing organization, we want our employees to grow with us and have rewarding careers so we listen to our employees, build on their capabilities and leadership skills, and give them a chance to learn at every level and provide them with opportunities to succeed.

Performance is currently seeking applicants for a physical therapy service desk associate with weekly afternoon / early evening availability – specifically, 12:00-6:00 p.m. Monday through Thursday, and 12:00-5:00 p.m. on Fridays.

JOB DUTIES AND RESPONSIBILITIES

The part-time service desk associate would perform reception duties such as, but not limited to, greeting and assisting visitors and patients; answering phone calls promptly in a professional and courteous manner; receiving and conveying messages to appropriate individuals in writing, electronically, and verbally; monitoring patient flow into treatment rooms; and scheduling patients.

Also:

Assist with and make sure all inpatient admissions and outpatient forms are accurately completed and entered in the computer. Locate and obtain any missing information to complete patient data.

Act as a liaison between patients and physical therapists, health care professionals, and insurance carriers.



Contact insurance companies to check each patient's coverage and restrictions for physical therapy services.

Scan, file and fax documents as required.

Invoice/bill patients and process transactions.

Maintain a clean, safe, and well organized reception and work area.

Actively promote Performance Therapies' and Performance Health & Fitness' services, as well as programs, promotions, and/or discounts available.

Maintain a positive attitude and contribute toward a quality work environment.

REQUIREMENTS

- A Bachelor's degree or an equivalent combination of education and experience.
- Excellent written and verbal communication skills.
- Proficiency in Microsoft Office software applications
- Must be detail-oriented
- Must be a team player
- Must be a self-starter who works responsibly and independently without supervision
- Strong organizational skills and the ability to manage multiple tasks
- Strong interpersonal skills with ability to work with diverse individuals
- Experience in a medical office setting is preferred but not required

NOTE: All duties and requirements stated above are essential functions. This job description in no way implies that these are the only duties to be performed by the staff occupying this position. Staff members may be required to perform other job-related duties by their supervisor.

If you meet the requirements and are interested in applying for this position, please send your resume and cover letter to bgeorge@perfther.com.