



## **Job Posting Customer Service Representative Hamilton Whitmore Lake**

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Hamilton Community Health Network is seeking a Customer Service Representative to join our Hamilton Whitmore Lake facility. The Customer Service Representative is responsible for scheduling appointments and providing front desk coverage for patient satisfaction by preparing patient files, collecting insurance information, and discharging patients after their appointments. Understands that employment is contingent upon adherence to HCHN policies and procedures, the mission of the organization, JCAHO policies and procedures, OSHA standards, and other safety and health related codes and laws. This is a bargaining unit position with Teamsters Local 332

### **Education/Experience Requirements**

#### **Required:**

High school diploma or G.E.D. completion

Must have knowledge of managed care process

Must be able to type 40 words per minute, computer and data entry experience

Must be highly skilled at using computer system

#### **Preferred:**

Some college

Two years clerical experience or one year of experience in health care setting

Interested candidates may apply online at:

<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=57254&clientkey=24264F384A4F0359E10AB88B8CC7428A>