

CAMINO HEALTH CENTER

DATE: JANUARY 26, 2010

RE: Job Opening - Camino Health Center

PATIENT SERVICES REPRESENTATIVE

Key Responsibilities:

- Communicates necessary information about clinic services and procedures
- Processes the patient encounter documentation
- Facilitates patient flow

Requirements:

Ability to relate to and work with people of all ages, social and ethnic backgrounds and maintain patient confidentiality. Able to work independently and as part of a team. Ability to work in a fast-paced environment. Able to work flexible hours, including evenings and weekends. 1 year experience in a health care setting preferred. Fluent in English and Spanish.

High school graduate or equivalent required. Knowledge of medical office policies and procedures. Ability to spell correctly, communicate effectively in writing and make accurate mathematical computations. Operate a variety of manual/automatic office equipment.

Competitive salary / excellent benefits.

Please fax your resume to: (949) 429-7627
Attn: Garth Jorgensen, Operations Manager

Or mail to: Camino Health Center
Attn: Garth Jorgensen, Operations Manager
30300 Camino Capistrano
San Juan Capistrano, CA 92675