



## **MEDICAL CALL CENTER REPRESENTATIVE**

**Nanuet, NY**

Northeast Orthopedics and Sports Medicine has several Orthopedics practices in Rockland, Orange and Westchester counties. We currently have an exciting opportunity as a **Medical Call Center Representative** based in our Nanuet, NY medical office.

### **SPECIFIC DUTIES AND RESPONSIBILITIES:**

- Make/cancel/reschedule appointments
- Triage phone calls
- Complete patient registration in EHR
- Confirm status of workers compensation and no fault accounts
- Send tasks to staff/physicians
- Take ER/Hospital consult calls
- Fax items for patients: MRI, RX, Office notes
- Cross train in Check In/Out Reception roles

### **EXPERIENCE NEEDED:**

- Good stepping stone position, we will train
- Medical Call Center experience is a plus
- HS degree or equivalent
- Spanish is a plus
- Must have excellent communication and listening skills
- Ability to multitask
- Ability to work independently with little supervision
- Must be a team player

### **SCHEDULE:**

- 8 hour shift
- Day shift
- Monday to Friday

### **BENEFITS:**

- 401(k)

- 401(k) matching
- Dental insurance
- Flexible spending account
- Health insurance
- Life insurance
- Paid time off
- Uniform allowance
- Vision insurance

Interested candidates should email their resume to [mgarabed@neosmteam.com](mailto:mgarabed@neosmteam.com).

*NEOSM is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.*