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Customer Service Representative (Part-time)

Anderson

The **Customer Service Representative** is responsible for answering and routing calls appropriately, and providing routine information to the general public in a professional, efficient, and pleasant manner. Individuals in this role also will schedule, reschedule and cancel appointments for patients. This position also may serve as back-up assistance for patient registration and checking patients in and out of the clinic.

This position is scheduled for approximately 24 hours a week.

Qualifications and Education Requirements

Minimum high school diploma or GED required. At least 6 months of previous telephone operations experience, ideally in a clinic setting, is preferred. Knowledge of medical terminology is preferred. Excellent computer and customer service skills are required. Certification or experience as a Medical Assistant preferred.