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Patient Representative (Full-time)

Anderson

The Patient Representative is responsible for greeting patients upon arrival to the clinic and notifying clinical staff of patient arrival. Individuals in this position obtain patient data and ensure forms are filled out properly, signed, and entered into a patient information database while maintaining an orderly and efficient flow of patients. This individual will schedule additional appointments for patients as needed, collect and post payments, and guides patients to additional internal locations as required for additional testing or referrals. This individual ensures financial obligations for patients are complete and updated prior to the patient leaving the clinic. This role is responsible for maintaining and balancing a cash box.

At least one year of previous administrative or secretarial experience is required. Knowledge of medical terminology, and experience with processing insurance preferred. Previous experience working in a medical office setting preferred.