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Patient Intake Specialist (Full-time)

Fishers

Individuals in this role are responsible for gathering, verifying, and entry of patients' demographic, insurance, and medical and social history information in an accurate and efficient manner. 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 is often the initial contact for a patient visiting the practice and is responsible for assisting the patient and setting a positive tone for their visit. This individual will guide and direct patients to the appropriate location, in addition to ensuring necessary billing information and payment plans are in place before the patient moves through the office.

Preferred candidates will have one or more years' experience working in an administrative position in a medical office. CMA would be beneficial. Knowledge of and experience with registration in a medical setting and insurance is preferred. Excellent communication and computer skills are required.

The anticipated start date for this position will be mid February to early March.