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Physical Therapy Patient Representative (Full-time)

Fishers

The Physical Therapy Patient Representative/Scheduling Specialist is responsible for greeting patients upon arrival, obtaining patient data and ensuring 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 position is responsible for interfacing directly with insurance companies to authorize and pre-certify therapy and procedures as required by individual insurance coverage. This position will also have a patient care component.

Minimum high school diploma or GED required. An Associate's degree in medical assisting, medical office assisting or related field preferred. At least one year of previous administrative support experience in clinical environment required. Knowledge of medical terminology and experience with insurance pre-certification and/or scheduling preferred.

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