

Patient Representative (Full-time)

Location: Muncie

Why Join CIO?

Central Indiana Orthopedics has been proud to serve central Indiana for over 70 years. With offices in Muncie, Anderson, Marion and Fishers, CIO strives to be a trusted and preferred provider of orthopedic healthcare services for the communities we serve. Providing excellent orthopedic care while treating all people with dignity and respect is the core of who we are and what we do on a daily basis.

Employees enjoy a team environment with a focus on balancing their commitment to work life and home life. Additionally, eligible employees have access to excellent benefits which include:

- Consistent work schedules with no nights, weekends or major holidays
- Accrued paid time off
- Health, Dental and Vision insurance plans
- Company-provided life and long-term disability insurance
- A robust 401k retirement and profit sharing plan

What You Will Do?

The Patient Representative is responsible for greeting patients upon arrival to the clinic, obtain and update patient information and collect and post payments.

- Schedule, coordinate, and reschedule patients' appointments
- Answer questions regarding patient appointments and schedule additional appointments
- Verify demographic and insurance information accurately and efficiently
- Enter all charges for the visit and ensure appropriate forms, fee slips, and documentation is updated in the patient record
- Receive and apply payments from patients and reconcile daily cash ensuring accuracy

What You Will Need:

Qualifications and Education Requirements

Minimum of high school diploma or GED required. 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.

Interested in joining our team? Please visit our [Careers portal](#) and create an account to submit your resume and information. If you have any questions, please contact hr@ciocenter.com.