

Patient Intake Specialist (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 Intake Specialist is 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.

- Registers patients prior to service, ensuring up-to-date and accurate demographic and insurance information is recorded in the database.
- Collects and records patient's medical, social, and family history and accurately enters information into the electronic chart.
- Advises and assists patients of their financial obligations regarding services.
- Advises and assists patients in completing required forms to obtain treatment or prior approval of office visit where applicable.

What You Will Need:

QUALIFICATIONS AND EDUCATION REQUIREMENTS

Minimum high school diploma or GED required. At least one year of previous administrative or secretarial experience is required. Experience working with insurance is 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.