

Axis Sports Medicine is looking for a Full-Time Patient Coordinator for our Eagle, Colorado clinic. Compassionate, professional, good-humored individuals are valued here at Axis - after all, you are coordinating the care of our most important asset: our patients!

With an extensive background in orthopedics and sports medicine, the staff at Axis Sports Medicine has provided rehabilitative therapies for many of the world's most prominent business and government leaders, elite athletes and celebrated entertainers. We believe that each and every patient deserves the same level of committed, quality care.

One of our goals at Axis is to maintain a level of excitement about what we do. The staff at Axis is passionate about their jobs, a quality that is evident with each patient interaction. The fun-loving attitudes combined with the resolved work ethic make Axis Sports Medicine unique from the rest with the service we provide.

Working as a team with patients and physicians, the staff at Axis Sports Medicine brings together the most innovative methods, advanced research, and proven skills for the treatment of injuries.

Duties:

Customer Service - Create a culture of exceptional customer service by continually exceeding our patients' expectations, properly maintaining and cultivating positive relationships with patients, therapists, referring offices, and fellow employees.

Schedule Management - Properly maintain and manage daily schedules of clinics.

Chart and Patient Account Management -- Ensuring that required information is obtained from the patient and filed in the electronic medical record. Proper tracking of insurance expiration and visits limits, physician referrals, and Medicare Plans of Care.

Greeting Patients - The Patient Coordinator is responsible for being the first friendly face or voice that our patients come into contact with and to be pleasant and personable with all Axis Sports Medicine.

Payment Collection - The Patient Coordinator is responsible for following all money handling procedures, collecting co-pays and co-insurances from patients, submitting daily co-pay reports, and bank deposits.

Insurance Verification - Gather accurate and up-to-date insurance information, contact insurance company to verify benefits, document benefit information in electronic medical record, complete patient financial policy and communicate benefit information to patient, problem solve regarding benefits received. Adept with electronic insurance verification via websites.

Team Communication – HIPPA compliant, communicate insurance benefit information to treating clinician and billing agency. Able to communicate between all Axis Sports Medicine patient coordinators to maintain a supportive working relationship. Able to assist in clinic when time allows and training is completed.

Required Qualifications:

- Must have appropriate interpersonal skills to enable positive interactions with patients/families and other health care professionals.
- Strong computer knowledge and skills
- Ability to work in a team setting, but able to work independently
- Customer Service Experience Recommended
- One Year Commitment

Recommended Qualifications:

- Undergraduate degree from a College / University
- Medical Office Experience
- Medical Insurance Knowledge

Required Experience:

- Front Office/ Customer Service: 1 year

Benefits:

- \$18 per hour, Medical Benefits, PTO, 401(k)