

Patient Services Representative

Full-Time, Part-Time, or Per Diem

Job Description

The Patient Services Representative (PSR) is responsible for enhancing the patient experience by greeting and welcoming patients and family members in a warm, friendly manner, verifying accurate registration information including forms, health insurance referral and financial requirements, scheduling appointments, providing payment education, and communicating with other departments as well as charge entry that includes coding and payment entry.

Job Requirements

A high level of customer service standards and previous experience working in customer service setting.

Knowledge of health insurance plans.

Previous coding experience preferred.

Good typing and computer knowledge/experience necessary.

Positive attitude and the ability to maintain composure when confronted with fast-paced and stressful situations is essential.

Professional appearance a must.

Education Requirements

High School Diploma required.

To apply for this position, please complete our online application under the About>Employment Opportunities menus at concordortho.com



For over 40 years, Concord Orthopaedics has been providing sub-specialty orthopaedic care from our offices in Concord, New Hampshire. Concord Orthopaedics is comprised of 24 physicians, 9 Physician Assistants, and a nurse practitioner providing care in Rheumatology, Foot & Ankle Care, Total Joint Surgery, Sports Medicine, Hand & Wrist Care, Spine Care, Pediatric Orthopaedics, and Orthopaedic Traumatology. In addition to Concord, Concord Orthopaedics also has offices in New London, Derry and Windham.

Concord

New London

Derry

Windham