



*Joseph M. Smith
Community Health Center*

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www.jmschc.org

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Position Available

The *Joseph M. Smith Community Health Center* is now accepting applications for the following position:

PATIENT SERVICE REPRESENTATIVE (BILINGUAL)

RESPONSIBILITIES:

- v Greets patients and visitors and answers phones.
- v Performs computerized patient registration functions for new and returning patients including verifying insurance and generating visit encounter forms.
- v Schedules patients for visits using computerized scheduling system. Prints and distributes daily schedules.
- v Collects fees and co-payments from patients and prepares receipts and cash log entries.
- v Assists uninsured patients with completing free care paperwork, and collects related address & income documentation as needed.

HOURS: Part – time 20 hrs per week, non-exempt. Occasional Saturday and/or weeknight coverage is an essential part of this position. Position offers competitive salary and excellent benefit package, including free parking. Also on bus route. Two locations Allston and Waltham.

QUALIFICATIONS:

1. High School graduate; Additional degree preferred.
2. Bilingual in Spanish or Portuguese required.
3. Previous front desk experience in health care setting preferred.
4. Strong organizational skills, mature, pleasant, professional telephone manner, clear spoken and written communication required.

Interested candidates should send resume to: Human Resources at 564 Main St. Waltham, MA 02452 or fax to (781) 693-3817 or email to hr@jmschc.org.

Joseph M. Smith Community Health Center is an Equal Opportunity & Affirmative Action Employer