



*Joseph M. Smith*  
**Community Health Center**

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[www.jmschc.org](http://www.jmschc.org)

September 24, 2009

## **Position Available**

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

### **DENTAL/VISION PATIENT SERVICE REPRESENTATIVE/ INTERPRETER (BILINGUAL)**

#### **RESPONSIBILITIES:**

- Greets patients and visitors and answers phones.
- Assists clients with forms/applications to obtain health insurance, completing HSN paperwork, and collecting related address & income documentation as needed.
- Performs computerized patient registration functions for new and returning patients including verifying insurance and generating visit encounter forms.
- Schedules patients for visits using computerized scheduling system. Prints and distributes daily schedules.
- Collects fees and co-payments from patients and prepares receipts and cash log entries.
- Serves as a resource to staff regarding eligibility criteria for insurance coverage.
- Maintains record keeping system for reports to organizations providing grant support.
- Develops good working relationships with agencies to ensure a smooth efficient process for referrals.
- Performs other duties as required.
- Works under the direction of the Dental/Vision Front Desk Coordinator to maintain optimal patient flow.
- Provides translation for patients so as to enhance patient access to services, improve the patient-provider visit, enhance patient understanding of health center policies and procedures and general optical health care practices and enable the patient to move efficiently through our healthcare system

**HOURS:** Full or Part time hours available, non-exempt. Position offers competitive salary and excellent benefit package. Occasional evenings and/or Saturdays are an essential function of this job.

#### **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](mailto:hr@jmschc.org).

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