



SHERIDAN MEDICAL GROUP

GET WELL • BE WELL • STAY WELL

Patient Service Representative

Come join our Team!

We are a progressive and innovative medical practice. We are looking for people who want to help create a better patient-care experience for the future. We provide a professional and supportive environment with opportunities for advancement.

Orientation and training are provided for all new employees.

Essential competencies and characteristics:

- Clear and kind communication style
- Efficient and organized
- Excellent computer skills
- Attentive to detail
- Enjoys ongoing learning
- Enjoys working in a team and being around people

Job tasks include:

- Answer busy phone lines
 - Address patient inquiries
 - Register new patients
 - Verify patient health insurance
 - Schedule patient appointments
 - Patient check-in / patient check-out
 - Receive co-payments / manage cash drawer
 - Prepare forms / documents
 - Basic data entry and forms completion
 - Tracking and accountability of records/files
 - Complying with records requests
 - Electronic Filing/Medical Records
 - Assist Office Manager with daily operations as needed
- Competitive salary / benefits

We work hard and we have fun!

Please visit our website at <https://www.sheridanmedgroup.com/> to learn more about us and contact Brittni Anderson, Administrative team member if interested.

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