

Patient Care Coordinators Needed for Outpatient Physical Therapy Clinics in Honolulu

OrthoSport Hawaii is a busy outpatient physical therapy clinic with locations in Niu Valley, Downtown, and Kaka'ako. We are currently hiring for multiple positions. We are looking for personable and detail-oriented individuals with great people skills to join our team.

This front office position has potential for advancement, and we will train the right person. We have a very fun and personable, yet hard-working team and hope to find the right person to join us. This is not a medical assistant or CNA position.

Responsibilities and Duties

Daily duties include but are not limited to:

- Greeting patients and checking them in.
- Answering incoming phones and routing calls appropriately.
- Be able to work independently with minimum supervision.
- Scheduling patient appointments on our integrated EHR system (Optimis).
- Checking benefits and submitting authorizations.
- Creating and maintaining of electronic files.
- Maintaining a neat and friendly waiting area.
- Collecting and updating patient information in our computer system.
- Collecting and logging payments.

Qualifications and Skills

Applicants with experience in customer service, insurance authorization, billing, or other relevant experience are encouraged to apply and will be considered at a wage commensurate with skills. Please respond via email reply only with a cover letter and resume. No phone calls please.

Candidates must be fully vaccinated.

Job Type: Full-time

Salary: \$16.00 - \$18.00 per hour

Benefits:

- 401(k)
- 401(k) matching (once qualified)
- Dental insurance
- Employee assistance program
- Employee discount
- Flexible spending account
- Health insurance
- Paid time off
- Tuition reimbursement
- Vision insurance

Schedule:

- Monday to Friday and weekends

Work setting:

- Clinic
- In-person
- Office
- Private practice

COVID-19 considerations:

Masks are recommended and commons surfaces are sanitized regularly, etc.

Education:

- High school or equivalent (Preferred)

Experience:

- Customer Service: 1 year (Preferred)

- Computer Skills: 1 year (Preferred)

Work Location: In person