



JOB OPPORTUNITY AT CLINICA CAMPEESINA

Office Technician

Overall Responsibilities include -

To uphold Clinica Campesina's mission to serve the medically underserved by providing the highest level of continuously improving quality medical care, health education and preventive services possible, embracing the values of:

- Service to Others
- Creativity
- Diversity
- Excellent Teamwork
- Do the Right Thing
- Make Clinica a Great Place to Work

Duties:

- Accurate collection and balancing of patient payments
- Process of encounter forms with accuracy and completeness
- Quality scheduling of patients
- Accurate preparation for the patient visit
- Excellent customer service upon patient arrival and during the visit
- Proper telephone operations for patients and employees
- Initiate, update and maintain medical records
- Maintenance of confidentiality
- Facilitation of patient care including patient flow
- Maintain cultural sensitivity during the patient visit
- Assist other pod members whenever possible
- Reporting to work on time and on a regular basis.

Qualifications:

High School diploma or GED preferred. Bilingual in Spanish and English. (Must be proficiently fluent in the written English for the medical records role and proficiently fluent in spoken Spanish for all other roles). Basic computer, math and phone skills. Ability to work under pressure and handle multiple tasks at one time. Excellent customer service and organizational skills. Sensitivity to low income, ethnic minority community is required. Able to flourish in a team management system. One year in a medical facility preferred.

Fun, progressive, work environment. Competitive pay and great benefits. Send resume to Clinica Campesina, ATTN: HR, 1345 Plaza Court N., Lafayette, CO 80026, fax 303-604-6243, or apply at <https://home.eease.com/recruit/?id=29563>