



Clifton-Fine Hospital

A SAMARITAN HEALTH PARTNER

Trusted Care. Close to Home.

Patient Access Representative

Full-Time

Variable Day Shifts, Every Other Weekend

Clifton-Fine Hospital is hiring a **Patient Access Representative** to join our team. Clifton-Fine Hospital delivers high quality, personalized care to the community and are enthusiastic about expanding our team. The **Patient Access Representative** (PAR) directly impacts the revenue cycle by accurately processing data relating to insurance and demographic information following unit specific policies while maintaining current knowledge of payor insurance requirements. The PAR will ensure patient information is systematically available hospital wide. The PAR meets established quality and productivity standards and interacts professionally with MD's, MD office staff, employees, outside vendors, patients, and patient representatives. The PAR records information for admission and assigns patient to a room, schedules patient tests, handles pre-registrations, verifies insurance eligibility, handles incoming phone calls, ensures authorization as needed, and collects co-payments. Other duties as assigned.

Qualifications & Skills: High school Diploma or (GED Equivalent) preferred, Current Basic Life Support Certification (American Heart Association) or successful completion upon hire, Minimum one (1) year related experience in hospital and/or medical office registration preferred, experience using Electronic Health Record preferred, knowledge of requirements regarding and experience working with confidential material (including medical records) is preferred, effective verbal and written communication skills required, knowledge of medical terminology preferred, demonstrated experience providing excellent customer service is required, demonstrated experience working as part of a dynamic team in a fast-past environment is required.

Clifton-Fine Hospital offers competitive wage and benefit packages, including retirement, health, dental and vision insurance in addition to paid time off. Tuition reimbursement is available.

Please call or email letter of interest and resume to:

Hunter Coloney, Clinic Manager

315-848-3351 Ext 312

hfowler@cfhis.org

Clifton-Fine Hospital is an Equal Opportunity Employer