



Patient Care Coordinator

At Associates in Hearing Healthcare, we specialize in hearing loss treatment, hearing aids, hearing loss services, tinnitus treatment, & cochlear implants for our clients in Voorhees, NJ.

Position Summary:

We seek a sales-focused customer service or administrative front office professional who is passionate about helping people and interested in developing a career in the field of Audiology. If you are motivated to go above and beyond, inspired by working with the best team, and compelled to do the right thing then our organization is exactly what you've been looking for.

CULTURE, ATTITUDE, and ATTRIBUTES are very important to us so the ideal candidate must be:

- People-oriented
- Independent
- Patient-centric with great listening skills
- An organized multi-tasker
- A self-starter who exudes positive energy
- Friendly & compassionate
- A great teammate
- Dependable

Principal Duties and Responsibilities (Essential Functions):

- Handle patient calls and effectively manage schedule.
- Contact patients to confirm appointments.
- Track and report daily scheduling metrics.
- Effectively handle telephone inquiries.
- Greet patients immediately upon their arrival and provide excellent customer service.
- Maintain patient records in billing/scheduling system.

To ensure success, candidates should also possess the following **EXPERIENCE & SKILLS**:

- 2 years front office experience, in a medical setting.
- Must be computer literate in all Microsoft Office programs.
- Must be able to work well independently and be detailed-oriented.
- Excellent people and customer service skills.
- Ability to handle heavy phone work and provide top-notch service.
- Strong organizational skills.
- Excellent communication skills, both verbally and written.
- Detail oriented.
- Ability to multi-task.
- Good computer skills.
- Clear speech.
- Associates' Degree preferred.

To apply:

Please send your resume to careers@ears4you.com.

Associates in Hearing HealthCare is proud to be an Equal Employment Opportunity employer.