

**FRONT OFFICE COORDINATOR - FLOAT**

<b>Location:</b>	Denver
<b>Schedule:</b>	Full-time
<b>Shift:</b>	8:30 a.m. – 5:00 p.m.
<b>Scheduled Days:</b>	M-F
<b>Job Details:</b>	<ol style="list-style-type: none"><li>1. Provides coverage within all suites dependent upon staffing requirements.</li><li>2. Greets patients in a prompt, courteous and helpful manner.</li><li>3. Checks in patients, verifies and updates necessary information in the electronic medical record.</li><li>4. Provides necessary forms for completion and signature and reviews same for accuracy.</li><li>5. Follow HIPAA regulations when discussing patient health information.</li><li>6. Collect necessary co-payments and/or co-insurance and logs receipts appropriately. Prepare daily receipt log and money for transfer to billing.</li><li>7. Schedules, coordinates and reschedules patient appointments and appointments in other departments and clinics. Relays necessary information to staff and patients.</li><li>8. Assists patients with ambulatory difficulties.</li><li>9. Answers telephone, screen calls, takes messages, and provides information.</li><li>10. Obtain the necessary referral and pre-authorization for clinic visits.</li><li>11. Back-up to other support staff positions as requested.</li><li>12. Screens visitors and responds to routine requests for information.</li><li>13. Maintain work area and lobby in neat and orderly manner.</li><li>14. Assist in the care and maintenance of the office equipment.</li><li>15. Attend staff meetings.</li></ol> <p>Knowledge, Skills &amp; Abilities:</p> <ol style="list-style-type: none"><li>1. Knowledge of medical office procedures.</li><li>2. Knowledge of HIPAA regulations.</li><li>3. Knowledge of grammar, spelling, and punctuation to type patient information.</li><li>4. Knowledge of basic arithmetic to make calculations, balance and reconcile figures, and make changes accurately.</li></ol>

5. Skill in operating a computer, copy machine, and fax.
6. Skill in greeting patients and answering the telephone in a pleasant and helpful manner.
7. Ability to work varied schedules dependent upon staffing needs.
8. Ability to read, understand, and follow oral and written instruction.
9. Ability to sort and file materials correctly by alphabetical or numeric systems.
10. Ability to speak clearly and concisely.
11. Ability to establish and maintain effective working relationships with patients, employees, and the public.

Experience:

1. One-year work experience in a medical office setting.
2. Knowledge of medical terminology.
3. Word processing and computer experience. Accuracy more important than speed.

Education:

High School Diploma or equivalent

As an affirmative action/equal opportunity employer, Tucc is committed to making all employment decisions based on valid requirements. No applicant shall be discriminated against in any terms, conditions or privileges of employment or otherwise be discriminated against because of the individual's race, creed, color, religion, gender, national origin or ancestry, age, mental or physical disability, sexual orientation, gender identity, transgender status, genetic information or veteran status. Tucc does not discriminate against any "qualified applicant with a disability" as defined under the Americans with Disabilities Act and will make reasonable accommodations, when they do not impose an undue hardship on the organization.