

Financial Coordinator-middle desk

Our Independence Missouri office is hiring for a treatment Financial Coordinator/middle desk Representative. Job is Full-time Salary: \$12.00 to \$16.00 per hour, depending on experience.

FLUENCY IN SPANISH IS REQUIRED (Speak and Write)

RESPONSIBILITIES (MIDDLE DESK TREATMENT COORDINATOR):

- Check patients in
- Verify insurance and get breakdowns
- Present treatment plans to patients
- Billing (take payments, set up payment plans, ask for payments, etc.)
- Schedule appointments
- Answer inbound calls and make outbound calls, as needed
- Other duties as assigned

REQUIREMENTS FOR ALL POSITIONS:

- **Must be fluent in both English and Spanish (required)**
- Excellent customer service skills
- Ability to work evenings (until 7 PM)
- Ability to work up to 2 Saturdays per month (8 AM - 1 PM)
- Ability to multitask and work well under pressure

Hours:

Monday - Friday: 8 AM - 7 PM

Saturday: 8 AM - 1 PM