GALLIEN THERAPY

PATIENT CARE COORDINATOR

Gallien Therapy is seeking a full-time Patient Care Coordinator for our busy physical therapy clinic in Alamogordo, NM.

General requirements are excellent communication skills, exceptional organizational and time management skills, and most importantly positive energy. The applicant must be able to multi-task and problem solve, possess excellent customer service skills, and be willing to go above and beyond to take care of patients’ needs. Meticulous attention to detail is required. Proficiency with Microsoft Office (Word, Excel) is necessary.

The candidate should be able to work with people from a wide range of backgrounds. This position works closely with patients, office/clinical staff, as well as billing agent. Medical office experience is required.

Detail of Duties:

Reception/Scheduling: Greet Patients; Answer phones and manage requests; Schedule patients/evaluations; Data entry; Collect co pays; Scanning/faxing.

Hours are Monday through Friday from 8 a.m. until 5 p.m. No weekends.

We are currently offering an hourly rate of $13-$16 per hour depending on experience.

Resumes will be accepted via email or in person. No phone calls please.

If interested drop off a resume at 1809 Indian Wells or email resume to info@gallientherapy.com