



Patient Support Specialist

Coal Country Community Health Center is currently seeking a Part Time/Full Time Patient Support Specialist for its Killdeer Clinic. The Patient Support Specialist will be responsible for answering, screening, and directing incoming telephone calls appropriately; relay messages and schedule appointments promptly and accurately; accurately register and update current patient demographics in the information management system; process, maintain, compile and report patient information for health requirements and standards, review records for completeness, accuracy and compliance with regulations; release information to persons or agencies according to regulations; and pick up patients and take them to and from clinic appointments.

The successful candidate will have a current driver license and a clean driving record; knowledge of administrative and clerical procedures, required; medical terminology knowledge, preferred.

To apply send company application and letter of application to Coal Country Community Health Centers, Attn. Human Resources, 1312 Hwy 49 N., Beulah, ND, 58523. Applications may be downloaded off Coal Country Community Health Center website at www.coalcountryhealth.com