



Patient Care Coordinator (PCC)

Our busy private practice ENT office in St. Louis County is seeking a full-time (8-hour day shift, M-F) **Patient Care Coordinator**. Since our PCCs are the first point of contact for our patients, we are seeking friendly people who make patient satisfaction their top priority.

Duties include, but are not limited, to the following:

- Greet and check in/check out patients
- Answer and return patient phone calls
- Collect and enter patient information
- Schedule follow-up appointments as needed
- Collect and record patient payments

Qualified candidates will have at least two (2) years of customer service experience in the medical industry and a minimum of one (1) year of EMR experience (preferred).

If this is you, please reply with a cover letter and your resume.

Benefits:

- 401(k) matching
- Dental insurance
- Disability insurance
- Employee assistance program
- Flexible spending account
- Health insurance
- Life insurance
- Opportunities for advancement
- Paid time off
- Pet insurance
- Vision insurance

Please email your resume to recruiting@soundhealthservices.com and indicate **Patient Care Coordinator** position in the subject line.

We are committed to creating a diverse environment and are proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

**ENT Associates | ENT NOW | ENT & Allergy of Southeast Missouri | Metro Ear, Nose & Throat Group
Pediatric Otolaryngology | St. Louis ENT Health | Town & Country ENT | The Voice & Swallowing Center**