

York County Community Action Corp.

YCCAC is a nonprofit organization whose mission is to alleviate the effects of poverty, attack its underlying causes and to promote the dignity and self-sufficiency of the people of York County, Maine.

Nasson Health Care

Patient Services Representative

40 hours/week; 52 weeks/year

The Patient Services Representative works collaboratively with a team of health professionals to support provision of comprehensive primary care, utilizing the Patient-Centered Medical Home framework of care delivery. Performs a variety of administrative support duties related to patient registration, appointment scheduling, appointment check-in and check-out, the call center and patient accounts management. Responsible for managing all incoming communications when in call center. Carries out new patient registration, runs reports as needed and scans documents. Provides patients with clear explanations of health center services offered and eligibility.

A minimum of three years' experience in a primary care medical practice is required. Oral and written communication skills at a level typically acquired through at least a high school education. Strong computer skills with proficiency in Microsoft Word, Excel, Outlook and one Meaningful Use-certified electronic medical record system required. NextGen experience preferred. Capability to perform effectively under pressure, practice strong organizational skills and prioritize multiple time-sensitive tasks. Ability to be task oriented and patient focused; in possession of excellent phone and customer service skills.

Visit our web site at www.yccac.org for an application. **A completed resume, cover letter and application will be required** and will be accepted until November 12, 2021. Resume's/applications may be reviewed upon receipt.

York County Community Action Corp.

6 Spruce Street, P.O. Box 72

Sanford, ME 04073

(207)324-5762 or 1-800-965-5762

Fax (207)459-2838

apply@yccac.org

EOE