

# **Nasson Health Care**

(A program of York County Community Action Corp.)

*Nasson Health Care is a Federally Qualified Health Center located in Springvale, Maine. We serve the communities of western York County through provision of fully integrated medical, dental and behavioral 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 <https://yccac.org/join-our-staff/> for an application. **A completed resume, cover letter and application will be required** and will be accepted until January 21, 2022. Resume's/applications may be reviewed upon receipt.

York County Community Action Corp.

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Fax (207)459-2838

[apply@yccac.org](mailto:apply@yccac.org)

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