



Community Health Centers of Greater Dayton

Community Health Centers of Greater Dayton (CHCGD) is a non-profit health care organization created from a collaborative effort between hospital systems and the local health department. CHCGD's mission is to improve the health of the underserved communities in Dayton and the surrounding area by providing preventative and primary health care services to patients, regardless of ability to pay. We promote a family atmosphere and are looking for individuals who share our passion for providing quality patient care and excellent customer service.

We are seeking a Business Office Staff person. This person will be responsible for:

1. Patient Chart (file) Maintenance – prepare patient charts each day for patient visits. Update charts as needed. Enter patients into the computer registration system as needed. Have the appropriate SOAP sheet prepared and ready for clinical staff use. Organize, repair and purge patient charts as needed.
2. Patient flow – ensure that each patient is warmly greeted. Update patient demographic and insurance information. Ensure that Physicians and Nurse Practitioners are aware that patient is ready to be seen. Wrap up patient visit by collecting appropriate payments, scheduling appointments as needed, ensure that patient has appropriate medications or prescriptions as needed
3. Daily Operations – Manage the telephone, documenting with legible and concise messages. Handle routine patient concerns and inquiries. Handles or distributes mail and faxes.
4. Collection/Billing Activities – collect all co-payments and deductibles, address past due balances, initiate payment plans.
5. Active participant in office management and improvement – attend all staff meetings; share patient, office or workflow concerns and possible solutions for group resolution.

QUALIFICATIONS:

High school diploma or equivalent certificate required, along with two to three years of experience in a health care facility preferred. Basic knowledge of third party payers, ICD-9 and CPT coding and medical terminology is preferred. Basic computer and keyboarding skills using MS Office. Strong oral communication and telephone skills, and excellent customer service skills required. Used to working in a fast-paced work environment; strong prioritization skills needed; must be able to perform multiple tasks at the same time

To apply, please send your resume, cover letter and salary requirements to:

sherylf@chcgd.org, or fax to (937) 586-9736

CHCGD is an equal opportunity employer and embraces a diverse workforce. Please visit our website at www.communityhealthdayton.org.