**Patient Access Representative for the Revenue Cycle Department**

This is a great opportunity to help people get their medical appointments and payment properly set up. This position is a critical part of the revenue cycle management where you can demonstrate your excellent customer service skills!

You will assist patients in the check-in / check-out, managing patient flow, patient demographic information entry, collection of co-payments, insurance verification, and collection of all required paperwork for all patients with medical or behavioral health appointments at CrescentCare.

**Why CrescentCare?**

Our mission is to offer comprehensive health and wellness services to the community, to advocate empowerment, to safeguard the rights and dignity of individuals, and to provide for an enlightened public.

We offer a broad range of health and wellness services for anyone and everyone who is seeking healthcare services in Greater New Orleans and Southeastern Louisiana.

**Services Provided**

LGBTQ Health & Wellness, Transgender Health Services, PrEP/PEP Services, Hepatitis C Services, STI Testing & Treatment, Additional HIV Support Services, Harm Reduction Services, Health Education, Medical Nutrition Therapy, Legal Services, Adult Primary Medical Care, Women’s Health, Pediatrics, Dental, Behavioral Health

**Our Offer to You: An Extensive Benefits Package!**

* All Employees are W-2 Status
* Employer Paid Benefits: Dental, Employee Wellness, Employee Assistance Program and Life Insurance
* 11 Paid Holidays, in addition to Vacation and Sick Days
* Medical Insurance (Two Plan Options)
* Vision Insurance
* Long-Term Disability
* Short-Term Disability
* 401(k) Plan – 1.5% Employer Contribution; additional Employer match with Employee Contribution

**Requirements**

* Minimum of 1 year of financial counselor experience, health education, patient navigation, and/or health clinic patient assistance field is required
* Strong knowledge in Medicaid, Medicare, Commercial insurances, Governmental plans and or other payor sources

**Education Requirements**

* High School Diploma or Equivalent required
* If hired, documented proof of highest level of education completed must be delivered on first day of employment

**Preferred Qualifications**

* Fluent in Spoken and Written Spanish
* Federally Qualified Health Center experience (FQHC)
* HIV/AIDS knowledge and patient experience
* Experience with the LGBTQ community

\*No Relocation Package Available

**If interested in being considered for this position, you must apply on the CrescentCare website using the following link:**

<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=74311&clientkey=5F5F5E57795400143D302CCF0F9143DD>

*We are an Equal Opportunity Employer and do not discriminate against employees or applicants on the basis of race, color, national origin, ethnicity, citizenship status, religion, age, gender identification, pregnancy, marital or familial status, gender or sexual orientation, veteran or military status, physical or mental disability, genetic information, or on the basis of any other status protected by law, and in compliance with applicable federal, state and local laws.*