PATIENT ACCESS ASSOCIATES
TO WORK IN THE HEALTH SYSTEM

This patient focused role is responsible and accountable for basic appointment scheduling, demographic, and insurance data collection, cash collections and addressing the various needs of the patient and family either in person or on the phone.

- 2 week EPIC and A2K3 training provided
- 4+ month assignment anticipated / 40 hours per week
- $1000 BONUS paid upon completion of assignment (Subject to tax withholding)
- Demonstrates exceptional customer service both for in-person and telephone activities
- Schedules and coordinates appointments with the correct provider using all appropriate information
- Performs verification functions
- Performs visit document activities accurately and timely
- Demonstrates engagement in the work, team, and goals of the unit

Submit temp application online (https://jobs.virginia.edu) in the TEMPORARY POOL into Temp Administrative Specialist (Advanced) Posting # 0600625

The University of Virginia is an equal opportunity and affirmative action employer. Women, minorities, veterans, and persons with disabilities are encouraged to apply.