

MAVERICK COUNTY HOSPITAL DISTRICT VACANCY ANNOUNCEMENT

DATE: December 06, 2022
JOB TITLE: FRONT OFFICE SPECIALIST
DEPARTMENT: PHYSICIAN SPECIALTY GROUP
STATUS: FULL TIME
REPORTS TO: CLINIC MANAGER

This position is responsible for the overall function of the front office to include greeting and registering patients, making appointments, insurance verification, answering and routing phone calls, and other pertinent duties that pertain to front office responsibilities. Knowledge of HIPAA and patient privacy, computer literate: must be familiar with all applications in Microsoft Office, Standard office practices and procedures; medical procedures and protocols; medical terminology; and health care industry and systems. Must be a High school graduate or its equivalent with at least one year of experience in verification of insurances, scheduling, and in electronic medical records. Excellent oral and writing skills are required; Excellent Customer Service is a must. English/Spanish proficiency preferred.

**Applications may be obtained at:
3406 Bob Rogers Drive, Suite 230, Eagle Pass, Tx.
Or visit our website at www.mchdep.org
Deadline: When position filled**

**Please contact Human Resources for more information at (830) 757-4990 Ext.
4960**

The MCHD is an Equal Employment Opportunity Employer. We comply with all local, state and federal civil rights and equal employment laws and regulations.