

FLORIDA HEART ASSOCIATES

JOB POSTING

PATIENT INFORMATION ASSISTANT – FULL-TIME

REPORTS TO: Clinical Support Manager

DUTIES INCLUDE, BUT NOT LIMITED TO:

- Retrieve electronic patient information from area hospitals for scheduled patient office visits.
- Contact new patients by telephone to determine the physician offices from which medical information must be obtained.
- Scan patient medical records obtained from physician offices, hospitals, labs and testing sites.
- Scan EKGs and office tests into patient charts.
- File paper tests for pacemaker, cardiac catheterization and nuclear tests into patient charts.
- Call patients to follow up on tests/labs that have not been completed.
- Responds to patient information release forms requested by patients, physicians or attorneys.
- Answers all telephone inquiries in a professional and courteous manner.
- Communicates effectively with other professional and support staff in order to achieve positive patient outcomes.
- Complies with company policies and procedures and maintains confidentiality of patient medical records in accordance with federal and state laws.
- Promotes and contributes to a positive, problem-solving environment.
- Perform other duties as assigned by supervising manager.

QUALIFICATIONS:

- Excellent computer knowledge, including proficiency in Microsoft Office.
- Proficiency in electronic health record software.
- Ability to alphabetize, file and maintain patient records, files, reports and other correspondence.
- Ability to utilize computer knowledge and skills to enhance job performance.
- Knowledge of grammar and spelling.
- Ability to communicate clearly, effectively and to interact in a professional manner with co-workers.
- Ability to establish and maintain effective working relationships with patients and medical staff.
- Ability to maintain strictest information confidentiality.
- Ability to maintain quality standards.
- Knowledge of office procedures, common safety hazards and precautions to establish a safe work environment.

EDUCATION:

- High school diploma or equivalent

Florida Heart Associates is an Equal Opportunity Employer and is proud to be a drug and tobacco free organization.

Job Posting August 4 – August 10, 2022