

OrthoSouth Job Posting Tabor Division

Date of Posting: November 12, 2021

Position: Patient Representative

Location: Primacy, Kate Bond, and Exeter

Workdays/Hours: Full time Monday – Friday (some overtime required)
8am – 4:30pm

Date Position Available: IMMEDIATELY

Immediate Supervisor: Donelle Morrison

Qualifications: **No medical experience required. Customer service experience a must.** Must have an amazing outgoing personality, enjoy interaction with all types of people, and possess professionalism at all times. Excellent communication skills both written and oral; the ability to handle multiple tasks; self motivated. Computer skills required. Ability to competently and accurately obtain and interpret patient information. Ability to work with a variety of personnel including physicians and medical assistants. Assist department in meeting/exceeding department goals. Ability to work well under pressure.

Duties: Assist patients; interviewing new and new complaint patients. Perform other duties as assigned by management.

Qualified applicants send resume to dmorrison@orthosouth.org