



**HealthSource of Ohio is seeking to hire a Medical Call Center Agent who is passionate about providing quality healthcare to our patients and communities. We are looking for Friendly, Accessible, Credible individuals to join a great team.**

**Responsibilities:**

- Promptly answers, screens, and processes medical service requests and telephone inquiries with strict adherence to confidentiality
- Facilitate optimal patient access and maximize accuracy of data entry for scheduling and clinical messaging
- Ability to speak clearly in order to communicate effectively between patient and provider, provide pre-visit instructions/directions, and relay provider instructions
- Responsible for professionally responding to all inquiries from callers as they relate to health services HSO provides

**Qualifications:**

- High School Diploma or Equivalent required
- Strong computer skills that include a combination of experience in a Windows Operating System, e-mail, and EHR data entry required
- 1-2 years Call Center experience preferred

HealthSource of Ohio is an Equal Opportunity/Affirmative Action Employer:  
Minority/Female/Disabled/Veteran

	N/A	0-25%	26-75%	76-100%	Avg. lbs.
Lift/Carry	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	40
Push/Pull	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reach Overhead	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Climb	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Squat/Bend/Kneel	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Sit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Stand	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Walk/Move About	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	