

Carmel Pediatrics, LLC

JOB DESCRIPTION

Position: Community Liaison

Reports to: Director of Operations

Salary: Hourly (non-exempt employee)

Hours: Full-time, Monday-Friday, 8:30 am-4:00 pm

Salary: \$15.00/hour

We are currently looking for a charismatic, bubbly, and energetic individual to join our business team as the Community Liaison. This is full-time position.



Basic Responsibilities

- Main point of contact for texting feature with patients
- Monitor online schedule requests and schedule appointments
- Create new patient packets, along with creating new patient letters
- Handle all incoming patient forms, collection of payment, etc.
- Work with community on marketing efforts to increase patient volume
- Act as the Medical Records Specialist, which entails handling medical records requests and sending out records to location the patient requested we send to
- Handle all physician time off requests, as well as handling their schedules (and rescheduling patients if a physician takes a day off)
- Write letters for physicians
- Scheduling of all lunch and learns, coordination
- Assist Director of Operations with organizing evening events, including set-up and tear-down
- Perform special projects as assigned by doctor or Director of Operations

Preferred Skills

- Outgoing, kind, and ability to communicate with a diverse patient population
- High quality written and verbal communication skills required
- Marketing background preferred, but not required
- Be able to function in a fast-paced environment with little supervision
- Ability to multi-task and handle different responsibilities
- Business casual attire required
- Ability to adhere to practice policy and procedures assigned by Director of Operations

Required Qualifications

- High school or GED diploma required at a minimum
- At least two (2) years of experience in a office setting, medical facility preferred
- Ability to lift at least 20 pounds
- Ability to sit at a desk for majority of the day

To apply for an open position, please contact Nicholas J. Hannah, MSM, Director of Operations, at 317-582-7875, or by e-mail at nick@carmelpediatrics.com.