



WASHINGTON IMAGING SERVICES, LLC

Washington Imaging Services is committed to enhancing outpatient care with the newest and most advanced medical imaging technology. Our mission is to provide a positive experience for every life we touch. Our exceptional imaging quality, compassionate care, and accurate interpretations have made us the preferred choice for radiology exams on the Eastside.

We are currently hiring for a full-time **Patient Care Representative** to rotate between our Bellevue and Issaquah offices. The shift available is: **Tuesday – Friday, 10:00 am – 6:30 pm and Saturdays from 7:00 am – 3:30 pm with a 10% pay differential for weekend hours.**

As our new Patient Care Representative you will project a positive first impression to all our patients and referring physicians' offices by greeting and attending to them in a courteous and professional manner. You will provide assistance at every opportunity, going above and beyond patient expectations.

If you have a professional demeanor, positive attitude and excellent customer service skills we would like to hear from you!

Main Duties and Responsibilities:

- Greet all patients with a smile and a professional, courteous attitude.
- Organize and maintain records to provide accurate reporting and easy access to information and historical data.
- Answer the telephone in a timely and courteous manner. Forward calls to appropriate persons and/or take messages as needed.
- Request/stock department office supplies as needed.
- Verify and input patient registration into computer in a timely fashion according to policies and procedures, obtain signatures and initials when required. Help patients fill out paperwork when applicable.
- Maintain front desk and waiting room appearance.
- Properly records and takes any patient payments according to policies and procedures.
- Cross Train to provide assistance for other departments of radiology.

Requirements:

- High School Diploma or GED. Two years college or equivalent work experience preferred.
- Work experience in health-related field preferred.
- Outstanding customer service.
- Excellent oral and written communication skills.
- Ability to type 35 WPM.
- Lift and carry up to 30 pounds of items, such as paperwork and office supplies.

We offer an excellent benefits package including medical, dental, vision, vacation, flex plan, short and long term disability, life insurance, free parking and a 401k plan with employer match.

Apply Today! This is a fantastic opportunity to join a fun and successful company while working with great people!

Applications are accepted using our online application process or email. Go to www.hrpsmsi.com/jobs/pcr.htm to start the online application process (preferred) or send Cover Letter and Resume to: pcr.pmsi@hiredesk.net