

Patient Access Supervisor - PM Shift

Benefits: Candidates on temporary assignment may qualify for our competitive benefits package which includes group health, life and disability insurance and voluntary benefits such as retirement savings and holiday pay.

Salary range: \$28.50 to \$33.00 hourly
Employment status: Contract / Temporary

Description

Robert Half is looking for an Patient Access Supervisor. This role will be responsible for an array of activities related to schedule, manage patient intake and care, including greeting and checking-in patients, disseminates policy / procedure updates and supports coverage of other departmental divisions as required. Must be able to work in a fast-paced environment and demonstrate exceptional multitasking abilities. To be successful as a Patient Access Supervisor you must be able to facilitate and coordinate communication between patients, family members, and medical staff.

Patient Access Supervisor Responsibilities:

- Provides timely and professional follow-up to customer complaints and issues
- Ensures problem resolution and corrective action for long-term solution coordinating such effort across intra and inter-departmental channels
- Provides function-specific training including staff orientation / onboarding and continuing education in coordination with the Optum360 Training and Quality Assurance Program. Cross-trains and supports the functions of all centralized patient access functions.
- Orders supplies and other materials in compliance with budgetary constraints
- Maintains a neat orderly work environment that denotes professionalism and efficiency
- Develops job aides to assist the staff in performing work assignments

Please call Sadaf Ahmadi at 916.245.1589 for immediate consideration.

Requirements

5 years Patient Access Supervisors

-Robert Half is the world's first and largest specialized talent solutions firm that connects highly qualified job seekers to opportunities at great companies. We offer contract, temporary and permanent placement solutions for finance and accounting, technology, marketing and creative, legal, and administrative and customer support roles.

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Robert Half will consider qualified applicants with criminal histories in a manner consistent with the requirements of the San Francisco Fair Chance Ordinance. All applicants applying for U.S. job openings must be authorized to work in the United States. Benefits are available to temporary professionals. Visit <https://roberthalf.gobenefits.net/> for more information.

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Please contact Ernst & Young at 866-834-5115 with any questions. Thank you for your assistance.

This Job Posting will expire in 10 days.