

Job Train - Menlo Park (5924)  
To: Employment Counselor  
Date: 05/13/2024



94402  
San Mateo, CA, 94402

## Patient Care Coordinator

**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:** \$21.00 to \$22.00 hourly  
**Employment status:** Contract / Temporary to Hire

### Description

Come get your start in healthcare as a patient care coordinator for our client here in San Mateo, CA. This is a 5 week temporary assignment.

#### Job Responsibilities:

Greet patients at their front desk

Collect patient intake forms and maintain patient files/notes

Schedule/Confirm patient Appointments

Complete benefit checks patients' insurance

Place outbound calls to current and former patients for the purpose of scheduling follow-up hearing tests and consultations and weekly evaluations for the clinic

General office duties and some cleaning

### Requirements

Patient Intake, Inbound Outbound Calls, Customer Service, MS Office, MS Word, MS Excel, Scheduling

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**This Job Posting will expire in 10 days.**