



## Patient Services Specialist - Float

Department: Patient Services Front Desk

Location: Manassas, VA

Immediate Supervisor Title: Front Office Manager

Job Supervisory Responsibilities: None

### Job Description

Carient Heart and Vascular is a leading cardiovascular group of 12 cardiologists, 4 mid-level providers and 1 Vascular Surgeon in Northern Virginia. We value professional growth, quality colleagues, in a well-established successful group practice; dedicated to providing our patients with the highest level of care.

We are looking for a friendly, professional, experienced Patient Service Specialist to join our patient focused team of professionals at our cardiovascular practice.

Carient Heart and Vascular is an Equal Opportunity Employer. We offer competitive salary and benefits.

### Primary Responsibilities include:

- Provide exceptional customer service to all patients.
- Our ideal candidate will greet every patient in a positive, professional, and friendly manner.
- Registration and verification of demographic information in the patient's Electronic Medical Record(EMR).
- Identify accepted insurance plans
- Insurance verification / pre-authorizations
- Collection of co-payment and/or patient balances

### Requirements:

- High School Diploma or equivalent required.
- Minimum one (1) year medical office experience required.
- Prior experience with EMR required.
- Proficient with computer hardware and applications
- Excellent customer service skills and positive attitude are a must.
- Ideal candidate will be willing to commute to any of our office locations \*Manassas, Woodbridge, Stafford, Annandale, Ashburn, Warrenton, Haymarket, and Vienna\* as needed.

Job Type: Full-time

Please contact Jennifer Lettmann if you are interested in learning more about this opportunity or send resume to [jlettmann@carient.com](mailto:jlettmann@carient.com).

Annandale  
Ashburn

Haymarket  
Manassas

Stafford

Vienna  
Warrenton

Woodbridge

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