

Patient Services Coordinator (Part-time)
Summerfield Custom Wellness
Wilmington, NC



SUMMERFIELD
CUSTOM WELLNESS

Overview

Summerfield Custom Wellness is hiring a part-time Patient Services Coordinator. The Coordinator's responsibilities will include answering inbound calls, responding to emails, calling outbound leads, scheduling appointments, verifying insurance coverage, coordinating supplies for health fairs and groups classes, office inventory, and providing general administrative support to our employees and contractors.

Our company is headquartered in Raleigh. This position would be managed remotely, with direct reporting to the Director of Operations, and would be trusted as the eyes and ears on the ground in Wilmington to ensure our office is organized and inviting.

Requirements

- Interest in the health and wellness industry
- Committed to the mission & vision of our company
- Friendly demeanor and positive attitude
- Proficiency in MS Office (Excel, Outlook, and Word, in particular)
- Ability to multi-task and prioritize; time-management skills
- Excellent written and verbal communication skills
- Excellent attention to detail and problem-solving skills
- College degree preferred; High School degree with additional qualification as an Administrative Assistant will be considered
- Writing sample will be required

Preference will be given to candidates who have experience in the healthcare or wellness industry, prior office management experience, and/or graphic design skills.

One of the most important responsibilities of this position is matching potential patients with the one of 14 Registered Dietitians on our team that will be able to help them best. Candidates without any knowledge of medical terminology will not be successful in this role.

Details

This is a part-time position with 20 hours expected per week. Additional hours may be assigned, according to business needs. Candidate must be available to work Monday-Thursday from 8:00am-1:00pm from our office located at 5129 Oleander Drive.

Interested applicants should send a resume and cover letter to Info@Summerfieldcw.com. Applications without a cover letter will not be considered.