



Role Summary

Ameridial Healthcare Solutions has available openings for dedicated customer service representatives to take inbound customer service calls. As a healthcare customer service agent you would receive calls from health plan members. The main objective is to assist the caller with any questions they may have in regards to their claims, benefits, and enrollment issues . As this is a non-sales position, we are committed to providing the best quality customer service to our members.

Training begins 4/24/2018

We currently have Part-time positions available.

We reward our dedicated staff with the following benefits: Excellent starting wages ,Annual raises, Paid time off, Referral bonus, and MORE!

Essential Responsibilities

Assist members and providers with medical claims analysis
Send members ID cards and provider guide books
Resolve current members enrollment issues
Provide information to members on which urgent cares, doctors, and pharmacies accept the members insurance

Requirements

High school Diploma
Must attend training Tuesday thru Thursday 9:00am-5:00pm, Friday afternoon 2:00pm-7:00pm, Saturday 8:30am-5:00pm, Training is only 2 weeks
Hours needed after training Weekends Sat-Sun 8am-8pm is a must ; 7am-9am during the week or 5pm-11pm, Part time, and must be available on holidays.
Must be able to pass pre-employment screenings

Qualifications

1-2 years of customer service experience
Must possess excellent communication skills both written and verbal
Detail orientation, strong organization skills , and time management skills
Ability to multi-task
Moderate computer skills

Please go to www.ameridial.com and complete a quick application. Apply to the Spindale Healthcare Customer Service Representative (8430) position. Please check out the hiring video and here testimonials as to why are staff chose Ameridial for their CAREER!

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of the personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed