

First Source CPMC Job Announcement – Patient Access Rep-\$21.00/hr

The following job announcement is made available to San Francisco residents through a First Source partnership Hiring Agreement between CPMC and OEWD.

This First Source CPMC job opening targets candidates referred through the San Francisco Workforce Development System, a network of public, private and non-profit service providers coordinated by OEWD to serve San Francisco job seekers and employers.

All candidates must apply on-line at www.sutterhealth.org (in order to indicate First Source the candidate must select **“Internet Sites/Banners”** and then **“First Source”** in response to the “How did you hear about us?” question).

Please review this job description carefully for details about qualifications:

Applicants must apply to every individual requisition number for which they would like to be considered.

Patient Access Representative: Requisition # 1920982, 2002141, 2002140

Primary Purpose: Under the general direction of the Supervisor and / or Manager of Patient Registration Services, this position is responsible for collecting and entering patient demographic and insurance information into the medical center’s registration computer system.

Qualifications

Knowledge

- High-level knowledge of Government regulations and requirements, managed care contracts and third party requirements.
- Demonstrated knowledge of the PRS and medical office / hospital admission processes.
- Basic knowledge of medical terminology

Skills and Abilities

- Excellent English communication skills in both written and verbal formats.
- General understanding of Patient Registration Systems
- Completed a minimum of the Microsoft Level 1 classes in Outlook, or be able to pass the PFS proficiency exam – level 1.
- Ability to identify patients that may need financial assistance and make referrals to appropriate resources.



Experience

- High school diploma or GED.
- One year of prior hospital or medical registration experience
- Must be able to interview patients / family to obtain the required patient and guarantor demographic and insurance information.
- Must be able to accurately and efficiently enter this information into the Patient Registration system.

For additional information about this announcement and/or on-line application assistance through the San Francisco Workforce Development System, please contact one of the workforce system providers listed below:

SOMA Comprehensive Access Points 99 Kissling, 3 rd Floor, 94103 Phone: 415-575-4570 Hours: Monday through Thursday 9:00AM to 5:00PM Friday 9:00AM to 1:00PM	Chinatown Neighborhood Access Point 601 Jackson Street, 94133 Phone: 415-677-7500 Hours: Monday through Friday 9:00AM to 5:00PM
Visitation Valley Neighborhood Access Point 1099 Sunnydale Ave, 94134 Phone: 415-239-8705 Hours: Monday through Friday 9:00AM to 5:00PM	Western Addition Neighborhood Access Point 1449 Webster Street, 94115 Phone: 415-549-7000 Hours: Monday through Friday 9:00AM to 5:00PM

