



A PARTNERSHIP
UNITYPOINT-ST. LUKE'S HOSPITAL • MERCY MEDICAL CENTER • PHYSICIANS' CLINIC OF IOWA

EASTERN IOWA SLEEP CENTER

JOB POSTING

Position(s) Available: Registration & Clerical Support

Position shift: Monday through Friday, 8:00am to 4:30pm.

Eastern Iowa Sleep Center is seeking a full time Registration & Clerical Support person that is customer service oriented. The position requires multi-tasking, attention to detail and must be able to work effectively with the community, staff and patients.

As Registration & Clerical Support you would be responsible for:

- Scheduling patients and working with the community in a pleasant manner via phone or in person.
- Verify and enter patient demographics and billing information.
- Assist with ensuring appropriate insurance authorizations are in place.
- Sending patients information regarding sleep studies.
- Faxing of signed reports to referring provider offices, preparing patient charts.
- Other duties as assigned.

Qualifications include but not limited to:

- College education with related experience and/or training; or High School diploma or GED with 3 years related experience and/or training; or one to three months related experience and/or training; or equivalent combination of education and experience.
- Ability to use MS Office, particularly Excel & Word. Scheduling software and insurance experience is helpful.
- Medical office and billing experience is a plus.
- Hospitality front desk/office personnel are welcome to apply.

Interested? Applications are available at www.eiSleep.com , About Us, Careers.

Forward the application to: Melissa Walsh, EISC Executive Director at:

Melissa.Walsh@eisleep.com, or mail to 275 10th St. SE, Suite 3330, Cedar Rapids, IA 52403