

WE ARE HIRING

PATIENT CARE COORDINATOR

REQUIREMENTS

- HIGH SCHOOL DIPLOMA OR EQUIVALENT
- 2+ YEARS OF CUSTOMER SERVICE EXPERIENCE
- PROFICIENT COMPUTER SKILLS
- MULTI-TASKING

JOB DESCRIPTION

- GREET PATIENTS, ANSWER INBOUND CALLS, AND MAKE OUTBOUND CALLS TO PATIENTS
- DATA ENTRY AND APPOINTMENT SCHEDULING
- WORK WITH PATIENTS TO COLLECT ALL INSURANCE DOCUMENTATION AND UNDERSTAND CURRENT HIPAA LAWS.
- MANAGE PETTY CASH, BANK DEPOSITS, AND CREDIT TRANSACTIONS




SEND RESUME TO
DBIBB@THEHEARINGINSTITUTE.ORG

HEUSER HEARING INSTITUTE (HHI) IS A MULTI-SPECIALTY, NOT FOR PROFIT, CAMPUS PROMOTING THE NEEDS OF CHILDREN AND ADULTS WITH DISORDERS OF HEARING, BALANCE, AND COMMUNICATION. HHI INCLUDES 4 OUTPATIENT FACILITIES, A RESEARCH CENTER, A SCHOOL FOR CHILDREN WITH DISORDERS OF SPEECH AND HEARING, KY HEARS: A COMMUNITY OUTREACH INITIATIVE TO REMOVE HEARING HEALTHCARE BARRIERS, MOBILE UNITS FOR HEALTHCARE AND INDUSTRIAL AUDIOLOGY, AND HOSPITAL STAFFING FOR SEDATION, INFECTIOUS DISEASE, OTOTOXICITY, AND OTHER IN-PATIENT SERVICES. HEUSER HEARING INSTITUTE SEEKS TO RECRUIT 4 EXTERNS STUDYING AUDIOLOGY. IDEAL APPLICANTS ARE INTERESTED IN DIVERSE CLINICAL EXPERIENCES INTEGRATED WITHIN MULTI-SPECIALTY HEALTHCARE, RESEARCH, AND EARLY CHILDHOOD EDUCATION.

VOLUNTEERS NEEDED

WE NEED HELP WITH

 RESEARCH

 HEUSER HERING
LANGUAGE AND
LEARNING ACADEMY

 HEALTH FAIRS

We need volunteers for a variety of projects that are passionate and committed to being involved to provide the best for children, community, and culture.



Join Us!



FOR MORE INFORMATION CONTACT
WILL FRENTZ
WFRENTZ@THEHEARINGINSTITUTE.ORG

WE ARE LOOKING FOR INTERNS

OPPORTUNITIES

- PHILANTHROPY
- SPEECH- LANGUAGE
- MARKETING
- RESEARCH
- COMMUNICATION

FOR MORE INFORMATION CONTACT
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