

Order Number:

NY1698433

Date Job Order Received:

08/19/2026

Number of Openings:

1

Company Name:

North Country Family Health Center

Job Title:

Patient Services Representative

Minimum Experience Required:

1 Years

Job Description:

The Patient Service Representative works as part of a team with other PSRs, Finance, and Practice Administrators to ensure smooth patient flow within the practice on a day-to-day basis. This includes serving as the Face of the Agency in customer service, making appointments, checking patients in and out, collecting co-payments, sliding fees, and outstanding balances, assisting patients with insurance and payment responsibilities answering phones, and directing inquiries as assigned. Requirements Has a degree or certification in office studies, business administration, or related field. Relevant experience in the field may be substituted for degree requirement. Has an excellent interpersonal and verbal communication skill. Shall be knowledgeable in medical and dental terminology. Shall possess typing skills. Is skilled with computers and computer applications. Gives attention to detail and possesses problem resolution skills. Has a positive attitude and high energy, is a quick learner, is adaptable to change, and is resourceful and proactive when identifying and resolving problems.

Job Location:

Lowville, New York 13367

Pay:

\$19.95 Hourly

Benefits:

Health Insurance, Dental Insurance, Vacation, Sick Leave, Retirement/Pension, Life Insurance

Hours per Week:

Not specified.

Duration:

Full Time, Regular

Work Days:

Monday Thru Friday

Shift

Not specified.

Public Transportation:

Not specified.

Minimum Education Required:

High School Diploma

Driver Licenses, Including Endorsements:

Not specified.

How to Apply:

To apply, contact the employer by: Internet

Web-site: https://recruiting.paylocity.com/Recruiting/Jobs/Details/2869054/North-Country-Family-Health-Center-Inc/Patient-Services-Representative-PSR?source=Indeed_Feed