

ADMINISTRATOR

Phoenix, AZ

We are Mental Health Center of America, a multi-disciplinary practice helping patients navigate their mental health by using the most advanced therapies available. We are looking for an Administrator to join our team and help run the day-to-day operations of our clinic. The ideal candidate will have a strong passion for helping patients and shaping the future of mental health.

Responsibilities

- Inquiries
 - Receive and coordinate MHCA phone, email, and fax communications
- Scheduling
 - Schedule patients
 - Ensure patient forms, insurance and payment methods are confirmed prior to visit
 - Call Patients (late / no shows / PT forms / payment verification)
- Work closely with a team of mental health providers
 - Coordinate Provider/patient communication (Pharmacies / Refill Requests / Prior Authorizations)

What We are Looking For

- Clear passion for helping patients navigate their mental health
- Ability to work well with others
- Love to learn and innovate
- Support MHCA's patient satisfaction goals as well as MHCA specific targets
- Excellent communication and writing skills and a desire to provide direct services to patients

Helps to Have

- Healthcare administrative experience
- Electronic Health Records System experience
- A good working knowledge of Microsoft products

Compensation and Benefits

- Full-time/Flex-time / \$40-50k depending upon experience
 - Health/Dental/Vision coverage
 - Supportive wellness policy (sick days) /10 paid vacation days per year
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