

# Lookout Mountain Community Services

## Job Announcement

JOB TITLE	POSITION NUMBER
<b>Customer Service/Call Center Representative</b>	
POSTING DATE	DEADLINE DATE
	until filled
POSITION LOCATION	
LMCS Outpatient Clinic Fort Oglethorpe Outpatient Clinic	
GENERAL NATURE OF JOB DUTIES	
Verifies demographic/income/payer source/authorizations/paperwork updates on all consumers presenting for services. Answers multi-line telephone system and transfers call and/or takes messages. Requests medical records from providers, notifies the clinicians of missed appointments for possible chart closures and reschedules as necessary. Primary Work Hours are Monday through Friday 8:30 – 5:00	
MINIMUM QUALIFICATIONS	
High School diploma or GED. One year experience performing clerical/office duties/tasks of routine difficulty in a medical or other office setting. Computer knowledge and data entry skills are required. Good customer services skills, ability to work productively and accurately in a VERY fast paced environment and ability to multi-task and adapt to changing duties/situations daily are required. <b>Preference will be given to applicants who have experience in a medical/health office.</b>	
<b>Preferred Qualifications:</b> Two years' experience performing clerical/office duties/tasks of routine difficulty in a medical or other office setting. Computer knowledge, data entry skills and spreadsheet skills.	
HOW TO APPLY	
<p>Applicants should submit a <b>Lookout Mountain Community Services Application</b> to the following:</p> <p style="text-align: center;">Lookout Mountain Community Services ATTENTION: Human Resources Department PO Box 1027 LaFayette, GA 30728 E-Mail: <a href="mailto:Jobs@LMCS.org">Jobs@LMCS.org</a> Telephone: 706-638-5580 x 4114 FAX: 706-638-5445</p> <p><i>Lookout Mountain Community Services Application can be found at <a href="http://www.lmcs.org">www.lmcs.org</a> or contact 706-638-5580 x 4114</i></p>	<p>Applications/resumes should be filled out carefully and completely with <b>the last ten years of work history</b> included. Attach documentation to support education/training/licensure certification. If your application/resume is not complete you may forfeit the opportunity of an interview. Keep a copy of your application/resume. Copying service is not available at LMCS.</p> <p>Due to the volume of applications/resumes received we are unable to provide information on your application/resume status over the phone. Applicants who are selected for an interview will be contacted to arrange for an interview. Applicants who have a disability, which require special accommodations should contact the Human Resources Department.</p> <p style="text-align: center;"><i>In-House applicants will be considered prior to applicants being considered outside the agency.</i></p>

This position may require pre-employment drug testing  
An Equal Opportunity Employer