

Findlay Hearing Center is Hiring!

Position: Patient Care Coordinator

Location: Offices in Findlay and Upper Sandusky

Work Schedule: Monday-Thursday 8:30 am-4:00 pm

About Us: Findlay Hearing Center strives to create relationships with patients and the community to promote better hearing health. We are a small business that has been serving the Findlay community for 50 years but are excited to say that we are expanding! Benefits include paid holidays and enjoying a long weekend every weekend because we are closed on Fridays! We are a tight knit group of professionals who enjoy uplifting one another and learning together.

Key Responsibilities:

- Be the first welcoming face that our patients see
- Handling phone calls for both offices
- Scheduling for multiple providers
- Working with insurance companies, including figuring out benefits and finalizing claims (will provide in-house training)
- Keeping the office clean and organized
- Taking inventory

Expectations:

- Excellent interpersonal and communication skills
- Commitment to delivering empathetic, patient-centered care
- Provide an exceptional patient experience
- Must be flexible and a team player

If you want to enjoy the work you do and the people you do it with and are ready to join a stellar group of professionals, we invite you to apply and become a valued member of our team!

To Apply:

Email your resume and cover letter to our office manager, Kristen Lanning at kristen@findlayhearing.com