

EPIC Patient Scheduling Representative - Remote

T2 Group is looking for dynamic individuals to join T2 Flex's dedicated team as a Patient scheduler. This means you have the ability to multi-task and maintain high attention to detail, maintaining accuracy with multiple interruptions and have exceptional interpersonal, written and oral communication skills. We also prioritize individuals that have the ability to uphold organizational values, work ethically and with integrity, as well as treat people respectfully and in a way that inspires trust.

Requirements

- Bachelor's Degree preferred
- 1-3 years of customer service experience
- Ability to maintain the highest level of confidentiality.
- Excellent attention to detail and a commitment to accuracy
- Knowledge of medical terminology is a plus
- Must be flexible and adaptive to a fast-paced call center environment.
- Strong computing and software skills (PC, MS Word, Excel, Outlook)
- Strong work ethic, reliability, and dependability
- Team player, self-motivated, compassionate and patient care centered.

Benefits

- Career development opportunities
- Competitive benefit package including a 401(k) match, medical/dental/vision insurance
- Extensive training and learning opportunities.
- Knowing that you make a difference everyday
- Paid time off and holidays
- Positive work culture and great team of people

More about this position:

- This is a full-time employment W2 position with eligibility for benefits
- This is a remote / Work From Home position
- Employees must have internet to support the IT systems

Click [here](#) to apply for the EPIC Patient Scheduling Representative position and to learn more about T2 Group.

Are you a military spouse?

Be sure to identify yourself as a military spouse on application materials submitted for this position.