

Business Office Representative Clerk - Steamboat Surgery Center

- Steamboat Springs, Colorado
- Steamboat Surgery Center
- Business Ops
- Regular
- Full-time
- USD \$16.15/Hr. - USD \$29.04/Hr.
- 49595

Job Description

Overview

At SCA Health, we believe **health care is about people** – the patients we serve, the physicians we support and the teammates who push us forward. Behind every successful facility, procedure or innovation is a team of 15,000+ professionals working together, learning from each other and living out the **mission, vision and values** that define our organization.

As part of Optum, SCA Health is redefining specialty care by developing more accessible, patient-centered practice solutions for a network of more than 370 ambulatory surgical centers, over 400 specialty physician practice clinics and numerous labs and surgical hospitals. Our work spans a broad spectrum of services, all designed to support physicians, health systems and employers in delivering efficient, value-based care to patients without compromising quality or autonomy.

What sets SCA Health apart isn't just what we do, it's how we do it. Each decision we make is rooted in **seven core values**:

- **Clinical quality**
- **Integrity**
- **Service excellence**
- **Teamwork**
- **Accountability**
- **Continuous improvement**
- **Inclusion**

Our values aren't empty words – they inform our attitudes, actions and culture. At SCA Health, your work directly impacts patients, physicians and communities. Here, you'll find opportunities to build your career alongside a team that values your expertise, invests in your success, and shares a common mission to care for patients, serve physicians and improve health care in America.

At SCA Health, we offer a comprehensive benefits package to support your health, well-being, and financial future. Our offerings include medical, dental, and vision coverage, 401k plan with company match, paid time off, life and disability insurance, and more. Please visit, <https://careers.sca.health/why-sca>, to learn more about our benefits.

Your ideas should inspire change. If you join our team, **they will**.

Responsibilities

This is an outpatient Ambulatory Surgery Center (ASC), open Monday through Friday seeking a Business Office Clerk to join our team. This position is responsible for adding proposed surgical cases to the schedule, entering and maintaining patient information, checking in patients, verifying demographics and insurance information, and providing exceptional customer service. The ideal candidate is detail-oriented, organized, and able to work efficiently in a healthcare environment while maintaining professionalism and confidentiality.

Provide support to the facility by performing specific or various business office functions as assigned. These functions are to include (but not limited to): Medical Records, Credentialing, Admissions/Intake, Accounts Payable, Billing, Collections, Insurance Verification, Transaction, Posting, Clinical Logs and other duties as assigned.

- Schedules surgeries in surgery template in the computer, along with pertinent information and handles calls from physician's office in regard to information on scheduling patients at the surgery center, scheduling surgeries or any calls associated with surgery scheduled.
- Answers phone in a pleasant manner and deals with physician offices and patient's needs expeditiously. Takes messages and transfers calls to other departments when necessary.
- Does pre-registration and makes sure that authorization is obtained from the physician's office prior to surgery scheduled. Completes necessary paperwork for registration and uses computer system to generate information for surgical/special procedure.
- Maintains log for cancelled appointments.
- Performs various clerical duties such as photocopying forms, reports, patient information, mailing surveys, preparing patient charts, faxing forms and retrieving faxes as needed.
- Maintains clean and orderly surgery scheduling area.
- All scheduled cases are verified as soon as possible.
- Patients with a financial responsibility are contacted immediately and informed of the center's payment policies as well as offered payment options if necessary.
- All insurance verification and patient calls are clearly documented in the patient's account.

Qualifications

- High school diploma or equivalent required; Associate degree or equivalent preferred

- Minimum three years of experience in health care and minimum of one-year experience in surgery scheduling procedures preferred.
- The successful candidate must have the ability to work independently as well as function within a team
- Have a basic knowledge of surgery scheduling, receptionist and registration responsibilities; and must possess the ability to handle stress.
- The candidate must be flexible with hours and be able to work which ever shift is to be covered.

USD \$16.15/Hr. USD \$29.04/Hr.

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EEO Statement

We value Diversity, Inclusion, and Belonging at SCA Health. SCA Health is an Equal Employment Opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex (including pregnancy), age, national origin, disability and genetic information, or any other characteristic protected by law.

UnitedHealth Group is a drug - free workplace. Candidates are required to pass a drug test before beginning employment.