

PATIENT SERVICES ASSISTANT

Responsible for carrying out a variety of medical office administrative duties essential to daily clinic operation.

Hours: 30-35/week | **Compensation:** \$14.21-14.78 | | **Start Date:** ASAP

PRIMARY RESPONSIBILITIES:

CUSTOMER SERVICE

- Answering phones
- Scheduling appointments
- Reception Duties, including patient check-in, insurance verification, managing clinic flow.
- Collecting and processing patient payments.
- Dispense supplies and medications as prescribed.
- Have complete understanding of insurance and funding sources.
- Provide health care information to patient in the areas of abortion, gynecology, sexual health and family planning.
- Promote positive communication with patients, clinicians and peers.

QUALIFIED APPLICANTS WILL DEMONSTRATE:

- Strong commitment to reproductive freedom, and an ability to demonstrate knowledge and passion for social justice.
- Strong work ethic and a proactive, self-directed work style.
- Solid technology and computer skills.

PREFERRED CANDIDATES WILL:

- Have at least one-year experience working in a reproductive and sexual healthcare setting.
- Have experience working with transgender and gender nonbinary patients.
- Have previous experience doing initial intake for patient visits.
- Demonstrate an understanding of Nextgen EPM/EMR system.
- Be fluent in English and Spanish.

WHY WOMEN'S HEALTH?

- ✓ **We make a real impact** for those we serve. As the first abortion provider to open in Colorado, we remain innovative and locally focused, honoring the legacy of our founders. We aim to create access for those who need it the most by breaking down barriers that exist in our community.
- ✓ **We support each other.** The culture at Women's Health is built around trust, collaboration, and respect. Diverse backgrounds, experiences and viewpoints are celebrated and valued

here. Our approximately 40 staff members are driven by their personal passion for our cause, and come together to build strong, effective programs.

- ✓ **Our benefits package** for part-time employees includes paid holidays, paid time off (vacation + sick), medical coverage, a 403b retirement plan, and an Eco-Pass.

The Mission of Boulder Valley Women's Health Center is to provide accessible, confidential and comprehensive gynecological and reproductive healthcare, including sexual health services and education. We envision a healthy community of people empowered to make informed choices about their sexual health and well-being.

To apply:

Please submit resume and letter of interest electronically (.pdf or Word) to elena@bvwhc.org

Applications without both a letter of interest or resume will not be considered—NO phone calls.