



Celebrating **50 Years** and
growing in the right direction!

FRONT DESK REPRESENTATIVE

If you are looking for a rewarding part-time opportunity in a fast-paced office setting Harmonia is the right place for you. We balance that fast pace by following our motto "Life with Balance". Harmonia Collaborative Health is a growing Human Services and Behavioral Health Agency. We offer a pleasant work environment with friendly professionals who pride themselves on offering excellent service to our clients.

Essential Duties:

- Demonstrate a client first focus in all you do
- Ability to relate, either in person or on the phone to persons in social and emotional crisis
- Collect necessary information on new clients
- Manage appointments in a computer scheduler program
- Monitor patient's insurance and authorizations
- Manage medical records information in compliance with HIPAA and OMH regulations on patient rights and confidentiality
- Pick up and sort mail
- Work as part of a team
- Ability to work early evenings – 10:30am til 7pm on Tuesdays and Thursdays
- Position is for Derby office and occasionally to fill in at our Hamburg office

Essential Qualifications:

- Minimum high school diploma or equivalent
- Business or secretarial training a plus
- 2-3 years' experience in this type or similar position
- Familiar with medical terminology, medical billing helpful
- This position requires close-vision and attention to detail
- Must be dependable with a professional demeanor

**Please send your cover letter
and resume to:**

beagan@harmonia-care.org

Harmonia was recognized as the
Non-Profit of The Year
by the Southtown's
Chamber of Commerce!

