



Man-Tra-Con Corporation is working with a local employer to fill the following position:

Job Title: Patient Navigator (EP-040522-01)

Location: Carterville, Illinois

Salary: \$14.00 per hour

Job Description

Employer in Carterville is seeking candidates for a Patient Navigator position. This is a full-time position with full benefits, working 8:00 a.m. to 6:00 p.m., Monday through Friday. Responsibilities include:

- Utilizing extensive phone skills
- Patient registration
- Data collection
- Complete understanding of Microsoft Office Suite and medical software
- Comprehensive knowledge of services provided by the employer
- Ability to follow policies and procedures

Mandatory Requirements

High School Diploma or equivalent is required with an additional two years of business-related experience preferred.

Preferred Requirements

Two years of experience in medical office or hospital setting is preferred with competencies in working within an electronic patient record, person-to-person customer service, and office related skills.

How to Apply

This employment opportunity is available at no cost to you! To apply, send your resume to EmilyPerks@mantracon.org

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